



Safety Codes Officer

Permanent, full-time (35 hours/week)
\$92,274.00 - \$115,333.40 per annum

At the City of Leduc, our mission is Building a connected community for all people. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

Come work with us!

We believe in people-first service, practical collaboration, and keeping our growing community safe. Our Safety Codes team plays a crucial role in shaping Leduc's physical landscape—ensuring every home, business, and public infrastructure project meets the highest standards of safety, quality, and regulatory compliance.

We are seeking a permanent, full-time Safety Codes Officer to join our Infrastructure and Planning department. If you are a dedicated technical expert who takes pride in protecting public safety, enjoys collaborative problem-solving with contractors and builders, and thrives in a supportive municipal environment, we invite you to bring your skills to our team.

What is the Opportunity?

Reporting to the Manager, Safety Codes Services, the Safety Codes Officer is responsible for monitoring compliance across the City's permit issuance and field inspection processes. You will ensure that development and construction across Leduc strictly align with the Alberta Safety Codes Act, provincial codes, and municipal Quality Management Plans (QMP).

This role balances technical oversight, team mentorship, and field-based risk management. Serving as a key technical resource, you will provide clear code interpretations to internal staff, developers, contractors, and residents. You will also oversee day-to-day inspection workflows, monitor variances and orders, and work closely with discipline leads across Building, Electrical, Plumbing, and Gas to uphold uniform standards throughout the community.

What will you do?

In this multi-faceted, technical leadership role, you will keep our building safety standards high while supporting efficient development. You will:

- Monitor permit issuance and site inspection processes, ensuring application reviews, plan evaluations, and field inspections are completed accurately, safely, and in a timely manner.
- Provide expert code interpretation and consultation to the general public, design professionals, developers, contractors, and internal municipal teams.
- Conduct internal audits and field compliance reviews in accordance with the Safety Codes Act and the City's Quality Management Plan (QMP), addressing variances, orders, and unpermitted work.
- Guide and support internal staff, providing technical coaching to Permit Clerks and fostering consistent, uniform code interpretation across field inspection teams.
- Oversee operational administration, including reviewing daily schedules, monitoring coverage, and supporting ongoing training and safety certification for discipline officers.
- Liaise with provincial and industry authorities, representing Leduc at meetings with the Safety Codes Council (SCC), Alberta Municipal Affairs (AMA), and professional official associations (e.g., ABOA, AMOS).
- Support cross-departmental development reviews, offering technical input on City construction projects, development permits, and subdivision applications.

Who you are?

You are a communicative, detail-oriented technical professional who brings deep regulatory knowledge, sound judgment, and a practical approach to safety compliance. You bring:

- Active certification as a Safety Codes Officer (SCO) with the Alberta Safety Codes Council in at least one (1) discipline (Building, Electrical, Plumbing, or Gas); multi-discipline certification is considered a strong asset.

- A minimum of three (3) to six (6) years of progressive experience conducting field inspections, plan reviews, and code interpretations under the Alberta Safety Codes Act and regulations.
- Practical understanding of provincial trade qualification requirements and the process for verifying certified tradespeople during permit application reviews.
- Proven leadership and communication skills, with an ability to deliver clear, consistent code guidance to contractors, developers, and field crews.
- Strong decision-making skills with the ability to evaluate products, issue orders or variances, and navigate complex safety compliance issues with tact and diplomacy.
- A valid Class 5 Driver's License along with the physical ability to safely navigate active construction sites in all seasonal weather conditions.

What we Offer?

Joining the City of Leduc means choosing a workplace that values your technical expertise, supports your well-being, and invests in your long-term career. In this permanent role, we offer:

- Comprehensive Health and Dental Benefits from day one to support the well-being of you and your family.
- Participation in the Local Authorities Pension Plan (LAPP), ensuring secure, long-term retirement benefits.
- Strong commitment to professional development, covering ongoing Safety Codes Council designation maintenance, training, and certification upgrades.
- Access to the Employee and Family Assistance Program (EFAP) for personal and professional wellness support.
- Free parking and a free annual pass to City of Leduc recreation facilities, including access to drop-in programs to support your health and active lifestyle.

Important Notes!

- The successful candidate must provide a current Criminal Record Check and a clean Driver's Abstract at their own expense prior to commencement of employment.
- As per the drug & alcohol standard, this position has been deemed safety sensitive by the employer and as such is subject to reasonable cause and post-incident drug and alcohol testing.

Ready to Join Us?

If you are ready to bring your safety codes expertise to a progressive, community-focused municipality, we want to hear from you. Apply today at www.leduc.ca/careers.

Competition closes at 11:59 pm (MT) on **October 8, 2026**. Due to the high volume of resumes received, we are not able to respond to individual phone calls. This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest, however, only those selected for interviews will be contacted.

At the City of Leduc, we are committed to a workplace where diversity is valued, inclusion is intentional, and everyone feels a sense of belonging. We welcome applications from all qualified individuals and recognize the diverse backgrounds, perspectives, and experiences that strengthen our team. If you require assistance or accommodation during the recruitment process, please contact us at Careers@leduc.ca

Recruitment Privacy Notice

The personal information you provide through the recruitment process, including your application, resume, assessment material, reference information, is collected and used to assess your qualifications and suitability for employment with the City of Leduc. Should your application be selected for employment with the City, this information will become part of your employment file and will support hiring, onboarding activities and the administration and management of employment programs.

Your personal information will be accessed and disclosed only as authorized or required by law and may be shared with authorized City employees, hiring managers and service providers as necessary to administer recruitment and employment-related activities.

Information is collected in accordance with section 4(c) of the Protection of Privacy Act and may be subject to disclosure and access in accordance with the Access to Information Act. For information regarding the collection, use, and disclosure of information, you may contact the City's Privacy Officer at (780) 980-7173, #1 Alexandra Park, Leduc, AB, T9E 4C4.