



BUILDING SAFETY CODES OFFICER

Full-Time / Permanent

Located in the heart of Central Alberta, Red Deer County provides a wonderful mix of rural and urban amenities. Over 97% of County residents report high satisfaction with their quality of life, making Red Deer County a great destination for both living and working.

Red Deer County is a great place to work! It is much more than just a job to go to. It is a place where everyone plays an important role. At Red Deer County, we believe that mutual trust and respect, shared responsibility, and open communication are essential characteristics for creating personal success within a first-class working environment.

Red Deer County has a full-time, permanent position for a dynamic and highly motivated **BUILDING SAFETY CODES OFFICER** to supplement our ongoing focus in the delivery of customer service excellence.

Key Responsibilities

Reporting to the Director of Planning & Development Services, the Building Safety Codes Officer will direct the overall coordination of new and existing residential, commercial, and industrial buildings and structures in all stages of construction, alteration, and repair to ensure compliance with the standards of the National Building Code – 2019 Alberta Edition (current code) and related regulations.

Detailed duties of the Building Safety Codes Officer position include, but are not limited to:

- Examine and approve building plan specifications, issue permits, and evaluate technical reports to ensure compliance with the current code, and related regulations and bylaws.
- Inspect buildings as frequently as necessary during construction, alteration, and repair to determine conformity with approved plans, requirements of codes, and related regulations, bylaws, and Uniform Quality Management Plan.
- Prepare reports and code deficiencies and advise/assist architects, engineers, contractors, and building owners. Ensure that infractions are corrected prior to occupancy.
- Review and approve variance requests as required.
- Inspect buildings after completion of construction and approve occupancy or issue letters of occupancy for buildings.
- Monitor and keep current with activities and changes to legislation under the Alberta Safety Codes Act and all other applicable codes, standards, and regulations.
- Liaise with Federal, Provincial, and other Municipalities, corporate customers, and local builders and contractors to build strong relationships and maintain a high level of service.
- Provide updated information to the appropriate County staff in permit issuance and assist with the preparation/submission of forms, applications, and documentation required.
- Act as Red Deer County's representative at all Safety Code Council audits.
- Respond and follow-up with complaints, service delivery problems, and inquiries.
- Attend appeal hearings of Alberta Standard Council and appeal at court cases, as required.

- Understand and adhere to the policies, principals, and practices of OHS legislation, and the County's requirements.
- Undertake other tasks and responsibilities as required within the scope of the position.

Qualifications

- Completion of a Grade Twelve (12) diploma with a minimum Safety Codes Officer Part 9 certification.
- Willingness to work towards obtaining Part 3 certification within one year of start of employment (mentoring will be provided).
- Minimum of five (5) years related experience (preferably in a municipal setting).
- Working knowledge of the current code, Safety Codes Act, Municipal Bylaws, related regulations, and Uniform Quality Management Plan.
- Ability to interpret and enforce regulations impartially and tactfully.
- Ability to understand and execute oral and written instructions, and to interpret building construction plans and specifications.
- Ability to write technical evaluation reports on building plans or inspections to compliance or equivalencies of code and other regulations.
- Ability to work independently with minimal supervision.
- Thrive in a past-paced environment and meet statutory timelines.
- Excellent customer service skills with an emphasis on tact and diplomacy.
- Valid Class 5 drivers' license with and acceptable drivers' abstract.
- Acceptable Criminal Records Check.
- Experience in a local government environment is considered an asset.

Additional Information

This is a full-time, permanent position (35 hours/week). Red Deer County offers a competitive compensation package, learning opportunities, and work hours that enable a superior work-life balance.

Salary: Based on Level of Qualifications and Accreditation Status

Competition Closes: This competition will remain open until a suitable candidate has been selected. If this posting appears on Red Deer County's website, please consider this search open and ongoing.

Qualified parties are requested to submit a detailed resume and cover letter to the Human Resources Department to:

Jennifer Dennis - Human Resources Coordinator

Red Deer County Centre
38106 Range Road 275
Red Deer County, AB T4S 2L9
jdennis@rdcounty.ca

We thank all applicants for their interest; however, only those invited for an interview will be contacted.