

## The opportunity

Leduc County is looking for an experienced and highly motivated Safety Codes Officer - Building to join our team. Reporting to the Manager – Safety Codes, this exciting opportunity administers and enforces the *Safety Codes Act* and Regulations applicable to the building discipline, relevant policies, procedures and legislation. Through managing priorities, the safety codes officer is a key contributor to the achievement of the department’s operational deliverables.

## About us

The safety of our staff and citizens is our primary concern and we are dedicated to providing and maintaining a healthy work-life balance and environment for our employees.

Leduc County’s mission is to lead the way for people and business to thrive. Our vision is to create a caring and growing community at the centre of industry and agriculture. Leduc County’s operations are guided through our values of:

- *Accountability* – we look after the best interests of Leduc County citizens.
- *Integrity* – we follow through on our commitments.
- *Passion* – we believe in the good that local government can provide and will carry out our roles in a way that shows the importance of local government.
- *Responsiveness* – we act quickly to provide local programs, services, facilities and amenities that our citizens require.

## About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County’s values, vision and mission to grow vibrant, inclusive, and spirited community.

If your knowledge and enforcement of the *Safety Codes Act* and Regulations, the Building Code Regulation and commercial/industrial buildings, oil and gas facilities/equipment, and residential/farm buildings/sites building codes inspections are second to none and you are exceptional with documentation and writing clear concise reports, then keep reading because we want to hear from you!

## What you will do

- Performs building inspections for compliance with the Safety Codes Act and Regulations, the Building Code Regulation, the Leduc County Quality Management Plan, policies, procedures and any other relevant legislation.

- Reviews design documents for compliance and documents any non-compliances.
- Conducts site inspections and re-inspections, documenting code infractions, deficiencies, non-permitted work, and unsafe conditions.
- Identifies corrective actions required to achieve code compliance, issues and follows-up on orders to comply.
- Reviews Alternative Solution proposals and issues variances
- Reviews and accepts submitted signed verification of compliance (VOC).
- Investigates complaints, unsafe conditions, and accidents.
- Issues permits as required.
- Issues verbal and written directives as needed.
- Provides internal and external clients with building codes information and assistance.
- Maintains accurate records of plans, permits, correspondence, inspections, and reports.
- Carries out special assignments and assists other department operations as required.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- Accountable for working in compliance with the Alberta Occupational Health and Safety Act, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required

## What you need to succeed

### *Must-have*

A diploma in construction or a journeyman certificate in the construction trade, and a Safety Code Officer certification (building) at all levels plus five (5) years of building construction field experience and five (5) years of Safety Codes Officer experience. Must maintain Safety Codes Officer status with upgrading as required by the Safety Codes Council.

### *Nice to have*

Certification in Fire Inspection or willingness to obtain certification is an asset.

## What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive salary between **\$75,072 - \$93,840**.

The opportunity is temporary full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

## How to apply

Applications must be submitted on our website at [careers.leduc-county.com](https://careers.leduc-county.com) to be considered. This opportunity will remain open until a suitable candidate is found.

We thank all applicants however only those selected for an interview will be contacted.

