



EMPLOYMENT OPPORTUNITY

Safety Codes Technician Permanent, Full-Time

Foothills County is a vibrant and thriving municipality located south of the City of Calgary with its administrative office located in High River, AB. Valuing customer service, continual professional development, open communication and work/life balance, Foothills County is inviting applications for a Safety Codes Technician.

The primary role of the Safety Codes Technician is to provide administrative support and customer service associated with the submission, management and issuance of safety codes permits. The Safety Codes Technician works directly with applicants to ensure the submission of permit applications in person and online are complete. This position will manage inspection requests, handle inquiries, issue regular file updates and other file management activities.

The successful candidate must demonstrate a high level of interpersonal skills, diplomacy and professionalism, including strong oral and written communications skills. The candidate must have attention to detail, time management and above average organizational skills and be proficient with Microsoft Office and familiar with GIS applications such as ArcView.

To view a full copy of this Job Description please visit www.foothillscountyab.ca and click on Careers.

To apply:

Send your cover letter and an up-to-date resume to:

Foothills County, Human Resources
Box 5605, 309 Macleod Trail
High River, Alberta T1V 1M7
Email: opportunities@foothillscountyab.ca

PLEASE NOTE:

1. This competition will remain open until a suitable candidate is found.
2. Include the job title in your cover letter and email subject heading.
3. The successful candidate will be required to provide professional references and an acceptable criminal record check.

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