



## Employment Opportunity

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### Building Safety Codes Officer

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The Town strives for a culture focused on our values of being dedicated, helpful and knowledgeable. Serving the busy Queen Elizabeth II and Highway 27 corridor, and continuing to grow, the Town of Olds issued 176 Development Permits and 108 Building Permits valuing over \$31 million during 2018.

The Town of Olds invites applications for a full-time Building Safety Codes Officer. Reporting to the Director of Operations, the Building Safety Codes Officer is responsible for the implementation of the Town of Olds Quality Management Plan (QMP) – Building. The QMP forms the basis of the Town of Olds process as it relates to building inspections and plan examination to ensure compliance with applicable legislation and code to help protect the health and safety of our community. Working as part of a team with individuals in Planning & Development, and the Fire Prevention Officer – Inspector, the Building Safety Codes Officer will perform plan reviews as development and building permit applications are received, perform inspections and prepare deficiency lists and/or issue stop work orders related to all parts of the Alberta Building Code and National Energy Code of Canada for Buildings. This position will also provide code advice to members of the public.

The Building Safety Codes Officer works closely with the Director of Operations on the implementation and daily implementation of the QMP and will act and make recommendations on how to ensure that its mandate is maintained or improved.

#### Qualifications:

- Grade 12 or equivalent
- Certification from the Safety Codes Council in Building Part 3
- Certification from the Safety Codes Council in Building HVA All
- 3 -5 years' experience in building inspections, preferably in a municipal setting
- Valid Alberta Class 5 driver's license
- Pre 2016 certification from the Safety Codes Council in Building Group A Level 3 and Mechanical Group B Level 2 may also be considered.

Compensation is based on a 40-hour work week. Compensation includes benefits. A detailed job description including specific qualifications can be found on the Town of Olds website at [www.olds.ca/contacts/employment-opportunities](http://www.olds.ca/contacts/employment-opportunities)

This position will remain open until June 17, 2019 at 8:30 am MDST. Interested parties are invited to submit a resume and cover letter outlining their qualifications to:

Human Resources  
Town of Olds  
4512 46 Street  
Olds AB T4H 1R5  
Fax 403.556.6537  
E-mail: [hr@olds.ca](mailto:hr@olds.ca)

## Town of Olds Job Description

**JOB TITLE: Building Safety Codes Officer**

**DEPARTMENT: Operations**

**JOB REPORTS TO: Director of Operations**

**FUNCTION/PURPOSE:** The Building – Safety Codes Officer is responsible for inspection of the construction, insulation and maintenance of structures and systems for residential, commercial and industrial buildings and structures to ensure compliance with the standards of the Alberta Building Code requirements. This position will be responsible for the administration of inspection and investigation programs based on relevant codes and standards within the Town of Olds and maintaining compliance per the Town of Olds Quality Management Plan (QMP) - Building. The Building – Safety Codes Officer will be certified by the Alberta Safety Codes Council in building discipline and given designation of powers pursuant to the Safety Codes Act.

#	KEY RESPONSIBILITIES	(% time)
1.	<p><b>Technical</b></p> <ul style="list-style-type: none"> <li>• Maintain current knowledge of the Alberta Building Codes.</li> <li>• Maintain knowledge of applicable Alberta Building Code, Municipal QMP, and Municipal Bylaws in relation to building safety.</li> <li>• Actively participate in Safety Code Council events and training.</li> <li>• Prepare reports and or code deficiency checklists using a mobile inspection program and advise engineers, contractors or relevant authorities regarding infractions.</li> <li>• Evaluate development proposals and review buildings and renovation plans to ensure conformation to minimum safety standards.</li> <li>• Works closely with the Fire Prevention Officer – Inspector to examine plans, drawings, and site layouts for new buildings, building renovations and other proposed structures where applicable.</li> <li>• Assist planning and development and utilities to adhere to all final inspections for the Town.</li> <li>• Work collaboratively with Health and Safety/Building Code partners to conduct inspections, investigations or to act for unsafe acts or operations.</li> </ul> <p><b>Decisions:</b></p> <ul style="list-style-type: none"> <li>• Constructive decision making in application of codes and standards to unique situations.</li> <li>• Decide risk areas and formulate action plans for inspection procedures and timeframes.</li> </ul> <p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>• Make recommendations and reports to the Director of Operations on Code related items.</li> <li>• Make recommendations and reports to the Director of Operations in relation to the Town QMP.</li> </ul>	40%
2.	<p><b>Quality Management Plan Inspections</b></p> <ul style="list-style-type: none"> <li>• Ensures scheduling and compliance to meet QMP inspection frequency set out by Town Council.</li> <li>• Inspect buildings as required through the Town’s QMP during construction, alteration and repair to determine conformity with the approved plans, requirement of codes and related regulations.</li> <li>• Monitors and follows up on outstanding deficiencies found on inspections in accordance with the QMP.</li> <li>• Ensures accurate records are maintained as outlined in the Building Schedule of the QMP.</li> <li>• Make sure all relevant code and standards have been met before structures are given approval for occupancy.</li> <li>• Approves building plans and permits as to ensure conformance with building code regulations.</li> </ul> <p><b>Decisions:</b></p> <ul style="list-style-type: none"> <li>• Independently determines work plans and schedules to meet QMP compliance.</li> </ul> <p><b>Recommendations:</b></p>	40%

	<ul style="list-style-type: none"> <li>• Make recommendations to the Director of Operations on enhancements and adjustments to the QMP as required.</li> <li>• Provide reporting and trend recommendations on areas of risk in the community.</li> </ul>	
3.	<b>Customer Service</b> <ul style="list-style-type: none"> <li>• Provide information to the public about relevant laws, regulations and codes.</li> <li>• Respond to public enquires and investigates concerns regarding Building Code issues.</li> <li>• Organized records of communication and documentation.</li> </ul>	20%
4.	<b>Risk Management &amp; Safety:</b> It is the responsibility of Town of Olds employees to take care to ensure their own health and safety and the safety of others, to know and follow all health and safety instructions, rules, regulations and safe work procedures and to report any unsafe or substandard condition or act as soon as possible to the employer. <ul style="list-style-type: none"> <li>• Promotes the Town's health &amp; safety programs and safe work environment that are consistent with the Town standards and policy as well as provincial and federal legislation for employees and contractors.</li> <li>• Sound situational awareness and hazard recognition for public safety.</li> <li>• Will work in a safety-oriented culture and demonstrate good practice.</li> </ul> <b>Decisions:</b> <ul style="list-style-type: none"> <li>• Make determinations of unsafe conditions and take corrective actions appropriately.</li> </ul> <b>Recommendations:</b> <ul style="list-style-type: none"> <li>• Recommend elements of public safety covered under the Safety Codes Act.</li> </ul>	100%

**QUALIFICATIONS, KNOWLEDGE, SKILL & ABILITY REQUIREMENTS:**

**Education:** Minimum Grade 12 or GED, valid Alberta Class 5 Driver's License, Certification from Safety Codes Council: Alberta in Building Part 3 (Group A level 2 – old certification) and Building HVAC All (Group B Level 2 – old certification).

**Experience:** 3 – 5 years or related experience (preferably in a municipal setting), experience using mobile inspection software program (i.e. MobileEyes)

**Competencies:**

1. Understanding of the Alberta Safety Codes and its relation to Building Code.
2. Ability to write technical evaluation reports on building plans or inspections as to compliance or equivalences of code and other regulations.
3. Strong organizational skills.
4. Strong computer skills especially Microsoft Office.
5. Ability to enforce and enforce regulations impartially and tactfully.
6. Strong math skills.
7. Highly motivated and self-directed work habits.
8. Good public relations and customer service skills.
9. Ability to be diplomatic and work towards conflict resolution.

**DIRECTLY REPORTING TO THIS JOB ARE:** none

**NOC 2011 CODE:** 2264

**RESPONSIBLE FOR**

- Administration and reporting of the Town of Olds QMP- Building.

**WORKING CONDITIONS:**

- Exposure to staff, public and media criticism.
- Exposure to stressful situations due to conflict resolution situations.
- Exposure to general elements while working outside.
- Office environment and sitting for periods of time.
- Inspecting facilities that may be under construction, demolition or a general unsafe condition which requires PPE.

**Identified job hazards:** Hazards as outlined on the Hazard Identification & Assessment Worksheet in the Operations Safe Work Procedure and Hazard Assessment binder.

**Wage Grid: Technical 3**  
**Incumbent Signature:**

**Date:**

**Director/Supervisor Signature:**

**Date:**