



Safety Codes Officer III

DEFINITION

This classification is a highly technical inspection and/or plans examination role for the enforcement of the Safety Codes Act, the Alberta Building Code, relevant discipline codes, Occupational Health and Safety Standards, the Safety Codes Permit Bylaw and relevant regulations in the City of Edmonton.

Work of this class involves the responsibility to examine residential, commercial and/or industrial plans, mechanical plans, specifications, drawings and related technical documents and reports and/or to inspect as it pertains to new buildings, structures, additions or renovations to ensure that designs and construction conform to the standards of the Safety Codes Act and related regulation and codes. This role exceeds the scope of regular reviews in complexity (e.g. complex projects, alternative solutions, escalated inquiries, staff support/mentorship with challenging customers, etc.). The responsibilities extend to the inspection and identification of violations of regulations and related matters to ensure awareness and remediation of existing issues and/or necessary compliance.

Enforcement involves interaction with architects, engineers, developers, contractors and building owners and citizens. Ensuring that inspections and examinations of plans are in accordance with well defined procedures requires the individual to interpret regulations and apply them to specific situations and to guide other Safety Codes Officers in determining equivalencies to code requirements. The codes and regulations require substantial interpretation and understanding of City of Edmonton planning and development processes leading to compliance or equivalencies from a wide variety of complicated installations. Unusual or complex problems and/or code interpretations are resolved at this level.

Work of this class is distinguished from the Safety Codes Officer II class by its responsibility for particularly difficult or complex inspections and/or plans examinations, the responsibility for inspection or plans review escalation, support and mentorship of other Safety Codes Officers and participation in integrated inspections with other Safety Codes disciplines. While this classification does not supervise the Safety Codes Officer II and I roles, the role does provide technical advice guidance, mentorship and coaching to lower level positions. The work of this class is differentiated from that of a Safety Codes Officer IV in that the classification is involved in guidance and mentorship of the positions rather than scheduling, work assignments and supervision.

Areas of specialization within the Safety Codes Officer series are Building, HVAC, Electrical, Plumbing and Gas, with each specialization issuing permits based on their certification as per the Alberta Safety Codes Act.



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TYPICAL DUTIES *

Acts as lead plans examiner or inspector on complex cases where other Safety Codes Officers may be assigned to participate and share knowledge, tips, methods, and best practices with other Officers.

Advises and assists Architects, Engineers, Contractors, building owners and/or other Officers regarding inspections, plan reviews or infractions and ensures that such infractions are properly annotated, saved, and eventually, corrected prior to issuing building and other related permits.

Maintains records, prepares reports, and/or code deficiency checklists of inspections or plans examinations covering items such as the type and extent of the deficiencies, actions taken, and recommendations made for further actions; perform follow-up inspections to ensure that infractions have been rectified.

Issuance of permits and review of alternative solution documentation after the examination of commercial or industrial building plans, specifications and technical reports to ensure compliance with the Safety Codes Act, the Alberta Building Code, related discipline codes and the Safety Codes Permit Bylaw and relevant regulations.

Prepares legal agreements for cranes and hoardings (crane swing path and overhead work).

Collaborates with other senior Safety Codes Officers to complete inspections of higher visibility, sensitivity or complexity that may require a multiple discipline perspective.

Inspects buildings or systems during and after completion of construction renovations, additions or alterations and identifies Safety Codes infractions for owners/developers or deviations from approved plans and drawings. Prepares and issues orders under the Safety Codes Act.

Reviews changes to regulations, materials and technology; participates in discussions and seminars on Code interpretations and changes.

Providing advice, guidance, and coaching to Safety Code Officers on processes for compliance to grant permits, ensuring the highest standard of service, and with complex or unusual issues.

KNOWLEDGE, ABILITIES AND SKILLS

Exceptional knowledge of standard methods, techniques, materials, tools and equipment employed in the building construction trades with emphasis on experience involving large commercial or complex projects.

Thorough knowledge of the Safety Codes Act, the Alberta Building Code, City bylaws, and applicable discipline codes and regulations such as; the Canadian Electrical Code, National Plumbing Code of Canada, Natural Gas and Propane Installation Code, Alberta Private Sewage Systems Code, Alberta Electrical Utility Code



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Must possess the ability to analyze and interpret legislation in contexts with unique or unfamiliar circumstances.

Ability to recognise construction that does not meet the intent of the Alberta Building Code and other relevant discipline specific codes/standards or hazardous conditions pertaining to building construction, renovations and alterations and structural stability of all buildings types through review of plans or on-site inspections.

Ability to analyze and interpret designs and plans of varying complexity and size from architects and engineers.

Advanced communication skills, both verbally and in writing to convey important information to concerned parties and foster compliance, collaboration or buy-in.

Ability to share knowledge and provide guidance and education to other Safety Codes Officers.

Ability to converse with a wide variety of customers and resources within the section, with other sections and/or with colleagues in other jurisdictions on arising issues.

Demonstrated leader in professionalism and customer service skills to work through a variety of customer inquiries and applications, setting a positive example for other Safety Codes Officers.

Strong ability to understand and explain technical concepts and interpretations in simple terms to city staff, other sections, customers, citizens and homeowners.

Ability to contribute positively as part of a team and foster a positive and engaging working environment.

Demonstrated leadership ability to coach and mentor staff and provide technical guidance.

Ability to adapt and lead through changing priorities and circumstances.

Proficient in the use of personal computers for data entry, plan review and communication with internal and external stakeholders.

Ability to establish and maintain effective working relationships with internal and external stakeholders to facilitate a collaborative team environment



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TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

- Completion of the twelfth (12th) school grade
- Minimum 3 years' experience as a Registered Safety Codes Officer in plans examination and/or inspection within a related discipline
- Demonstrated experience with providing advice, guidance, coaching and mentoring of team members
- Valid Province of Alberta Class 5 Motor Vehicle License

HVAC Discipline:

- Journeyman sheet metal certification recognized in Alberta with a minimum of six (6) years' journeyman experience in mechanical installations in commercial and residential buildings, or
- Mechanical Engineering degree recognized in Canada and three (6) years' of relevant experience in the building construction industry.

Registered HVAC Buildings all Safety Codes Officer in the Province of Alberta is required.

Plumbing and Gas Discipline:

- Journeyman plumber and gasfitter certification recognized in Alberta with a minimum of six (6) years' journeyman experience; or

Registered Plumbing & Gas Safety Codes Officer in the Province of Alberta is required.

Building Discipline:

- Journeyman carpenter, plumber, electrician, sheet metal worker or bricklayer certification recognized in Alberta with a minimum of six (6) years' journeyman experience in the construction of commercial and residential buildings; or
- Two-year technology diploma in a related field or equivalent recognized in Canada and eight (8) years' of relevant experience in the building construction industry; or
- Engineering or architecture degree recognized in Canada and six (6) years' of relevant experience in the building construction industry.

Registered Building Safety Codes Officer in the Province of Alberta is required.



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Electrical Discipline:

- Journeyman electrician certification recognized in Alberta and six (6) years' of relevant work experience as a journeyman electrician, **or**
- Electrical engineering technologist diploma recognized in Canada and eight (8) years' of relevant work experience after receiving that diploma, **or**
- Electrical engineering degree recognized in Canada and six (6) years' of relevant work experience after receiving that degree.

Registered Electrical Group A Safety Codes Officer in the Province of Alberta is required.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	7071		7072	
Grade	031		033	

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