



## Safety Codes Officer IV

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### **DEFINITION**

This classification is a supervisory role with highly experienced technical inspection, plan review, auditing and enforcement responsibilities 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.

This class assists the Operational Supervisors/Chiefs, General Supervisors and Director to enforce applicable regulations and to supervise and provide technical guidance to a team of Safety Codes Officers. Work of this class is responsible for the triage of requests from various intakes, analyzing their nature, requirements, and complexity and assigning them to officers. This classification may be called upon to make decisions for unusual or complex projects for permit issuance, inspections or granting of occupancy when issues of political sensitivity arise.

Work of this class is distinguished from the Safety Codes Officer III, in that employees at this level are responsible to distribute and co-ordinate the daily work of the office and field staff. This class is responsible to review and audit work of Safety Codes Officer (SCO) II and III in both quantity and quality. Established policies govern adherence to requirements, however, incumbents exercise independence and initiative to interpret regulations and make discretionary decisions. An Operational Supervisor provides direction and reviews work through an evaluation of reports and records.

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

### **TYPICAL DUTIES** \*

Assign work, monitor workloads, coaches, mentors and supervise employees.

Provide advice, guidance, and assistance as needed on complex and unusual projects.

Provides training in the application and interpretation of the Alberta Safety Codes, City bylaws, Alberta Building Code, and other applicable discipline codes.

Conducts ongoing performance reviews and audits for plan examiners and inspectors to ensure work is done in accordance to predetermined expectations.

Provide input and assistance to the Chief in annual performance reviews and recruitment.

Collaborates with Safety Codes Officer III's to create technical guidelines and operational training manuals.

Conduct periodic site inspections to assist field inspectors with complex or sensitive enforcement files.



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Investigate escalated customer inquiries involving permit fee charges, equipment installation information or construction information as required, ensuring proper enforcement of Safety Codes Act.

Perform on-site inspections and confer with contractors, engineers, architects, developers, building owners and other external stakeholders to explain and interpret code requirements and other related regulations.

Conduct Occupational Health & Safety inspections, document issues and concerns and coordinate resolution as required.

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

### **KNOWLEDGE, ABILITIES AND SKILLS**

Ability to effectively plan, assign and supervise the work of subordinates.

Exceptional knowledge of standard methods, equipment, materials, methods and techniques involved in building construction.

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

Ability to recognize faulty construction, equipment or hazardous conditions pertaining to building construction, renovations or alterations of all building types through the review of plans or on-site inspection.

Ability to analyze and interpret designs, plans, job specifications of varying complexity and size.

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

Ability to share knowledge and provide guidance and supervision to Safety Codes Officers.

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

Demonstrated leadership ability to coach and mentor staff and provide technical guidance, while building the workforce culture of the team.



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

Ability to adapt and lead through changing priorities and circumstances.

Ability to foster a positive and engaging working environment.

Ability to adapt and lead the team through changing priorities and circumstances.

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

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

- Completion of the twelfth (12th) school grade
- Minimum 5 years' experience as a Registered Safety Codes Officer in plans examination and/or inspection within a related discipline
- Minimum of 3 years' experience in a supervisory capacity
- Valid Province of Alberta Class 5 Motor Vehicle License

#### **HVAC Discipline:**

- Journeyman sheet metal certification recognized in Alberta with a minimum of seven (7) years' journeyman experience in mechanical installations in commercial and residential buildings; or
- Mechanical Engineering degree recognized in Canada and seven (7) years' of relevant experience in the building construction industry.

Registered HVAC All or Group B Level 3 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 seven (7) years' journeyman experience including three (3) years' in a supervisory capacity; or

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



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### **Building Discipline:**

- Journeyman carpenter, plumber, electrician, sheet metal worker or bricklayer certification recognized in Alberta with a minimum of seven (7) 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 nine (9) years' of relevant experience in the building construction industry; or
- Engineering or architecture degree recognized in Canada and seven (7) years' of relevant experience in the building construction industry.

Registered Building Part 3 or Group A Level 3 Safety Codes Officer in the Province of Alberta is required.

### **Electrical Discipline:**

- Journeyman electrician certification recognized in Alberta and seven (7) years' of relevant work experience as a journeyman electrician; **or**
- Electrical engineering technologist diploma recognized in Canada and nine (9) years' of relevant work experience after receiving that diploma; **or**
- Electrical engineering degree recognized in Canada and seven (7) 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	3379		3380	
Grade	032		034	

Originated: September 2019  
 Last Updated:  
 Previous Updates: