

## HVAC Safety Codes Officer I

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### **DEFINITION**

This is a specialized technical inspection position administered to enforce the *Safety Codes Act*, the *Alberta Building Code*, the *Natural Gas and Propane Installation Code*, Occupational Health and Safety Standards, and the Mechanical Permits Bylaw in the City of Edmonton.

Work of this class involves the inspection of the heating, ventilation and air-conditioning systems in all buildings as required ensuring the installation conforms to code. This type of work requires the examination of Mechanical plans for heating ventilation and air-conditioning installations, job specifications, technical documents and City of Edmonton Bylaw requirements. The process of enforcement involves contact with architects, engineers, developers, contractors and building owners. Work is performed in accordance with established procedures; however, codes and regulations still require interpretation as to compliance or equivalencies from a wide variety of complicated heating, ventilation and air-conditioning installations. Complex problems and/or code interpretations at this level maybe referred to the technical supervisor for consultation and advice.

### **TYPICAL DUTIES\***

Enforcement of the *Safety Codes Act*, the *Alberta Building Code*, the *Natural Gas and Propane Installation Code*, Occupational Health and Safety Standards, and the Mechanical Permits Bylaw to ensure, heating, ventilation, and air-conditioning systems installed in buildings are designed and constructed in accordance with relevant code requirements.

Mandatory inspections of buildings as requested or as necessary during the course of construction, alteration or repair to determine conformity with approved plans, requirements of the codes and related regulations and bylaws.

Examination of building and mechanical plans, job specifications, technical documents, and reports for compliance with the Alberta Building Code, the Natural Gas and Propane Installation Code and related regulations and accepted trade standards.

Reviewing reports of improper heating and ventilation and air-conditioning equipment, investigation of unsafe conditions and consulting with the person/s responsible for the necessary improvements.

Consult with Architects, Engineers, Contractors, Building Owners, Civic Departments, Fire Department, Natural Gas/Propane Suppliers, the Capital Health Authority, Occupational Health and Safety, and the Province of Alberta, Municipal Affairs.

Prepare reports, infraction letters and orders, for compliance of the Alberta Building Code, the Natural Gas and Propane Installation Code, the Mechanical Permits Bylaw and related regulations in the City of Edmonton.

Witnesses and interprets tests such as smoke control, fire alarm systems, etc. to evaluate as to compliance with the regulations and to ensure occupant safety in those buildings.

Maintains records and prepares reports of inspections 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.

**KNOWLEDGE, ABILITIES AND SKILLS**

Considerable knowledge of design methods, techniques, materials, tools and equipment employed in the installation and maintenance of heating, ventilation and air-conditioning systems.

Knowledge of the Safety Codes Act, the Alberta Building Code, the Natural Gas and Propane Installation Code, City Bylaws and related policies, procedures and regulations. Ability to analyze and interpret legislation.

Highly developed communication skills, both verbally and in writing. Ability to converse with a wide variety of customers and internal resources.

Ability to interpret, negotiate and successfully conclude issues around deficiencies, deviations and violations.

Proficient use of personal computers for data entry.

**TRAINING AND EXPERIENCE REQUIREMENTS****Job Level**

Completion of the twelfth (12th) school grade.

Province of Alberta Certificate of Proficiency in the Sheet Metal or Steam Fitter trade with a minimum of five (5) years' journeyman experience including three (3) years in a supervisory capacity in mechanical installations in commercial and residential buildings.

Registered as a Safety Codes Officer having Building Group Level 4 A, B, and C in the Province of Alberta.

Possession of a valid Province of Alberta Class 5 Motor Vehicle License.

Experience with a variety of personal computer software.

**Opportunity Concept**

Completion of the twelfth (12<sup>th</sup>) school grade

Province of Alberta Certificate of Proficiency in the Sheet Metal or Steam Fitter trade with a minimum of five (5) years' journeyman experience including three (3) years in a supervisory capacity in mechanical installations in commercial and residential buildings

*\* 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.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	1442	1441		

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Previous Updates:  
Originated: