

## Plumbing and Safety Codes Officer II

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### **DEFINITION**

This is a specialized supervisory and technical position administered to enforce the Safety Codes Act, the National Plumbing Code of Canada, the Natural Gas and Propane Installation Code, the Alberta Private Sewage Systems Code, Occupational Health and Safety Standards, and the Mechanical Permits By-law in the City of Edmonton.

Work of this class involves responsibility for supervising a group of outside field inspectors, as well as the Branch's Customer Information Technical Advisor, for Plumbing and Gas. The primary responsibilities are assigning and monitoring the field Safety Codes Officer's work, to review and assist in complicated technical decisions. As Technical Advisor, assist in project specific and general customer inquiries relevant to permit applications and mechanical installations. The supervisory role in 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. Duties are performed in an independent manner and work is reviewed by the Section's Director for program effectiveness and conformance with policy.

### **TYPICAL DUTIES\***

Responsible for assigning and monitoring requested plumbing, gas, sewer and water systems installed on land and in buildings. Requested inspections are generated from the Customer Information Centre, customer phoned in inspection requests and Mechanical Contractors requests.

Investigate customer inquiries involving permit fee charges, mechanical equipment installation information as required, insuring proper application of fees and requested inspections.

To coach, mentor and provide information to the customers, outside inspectors, and Customer Information and Advisory services staff in an ongoing manner of all materials and equipment in the plumbing and gas discipline.

As Technical Advisor, represent the Branch at internal meetings involving other Civic Departments and external Agencies.

Provide consultation and mentoring upon request and assist contractors, engineers and customers for clarification of The Gas Protection Act, the Alberta Private Sewage Treatment and Disposal Regulations and the National Plumbing Code of Canada.

Prepare reports, infraction letters and orders, for compliance of the National Plumbing Code of Canada, the Natural Gas and Propane Installation Code, and the Alberta Private Sewage Systems, The Mechanical Permits Bylaw and related regulations in the City of Edmonton.

Provide input and assist the Director in completing annual performance reviews for section staff.

**KNOWLEDGE, ABILITIES AND SKILLS**

Considerable knowledge of standard methods, techniques, materials, tools and equipment employed in the installation and maintenance of plumbing, gas, and private sewage systems.

Knowledge of the Safety Codes Act, the National Plumbing Code of Canada, the Natural Gas and Propane Installation Code, and the Alberta Private Sewage Systems 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 (12<sup>th</sup>) school grade.

Province of Alberta Certificate of Proficiency in the Plumber and Gas Fitter trades 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 Plumbing Level 1, Plumbing Level 2 and Gas Level 1 in the Province of Alberta.

Five (5) years' experience interpreting and enforcing Safety Codes legislation as a Plumbing & Gas Inspector/Safety Codes Officer.

Valid Province of Alberta Class 5 Motor Vehicle License.

Experience with a variety of personal computer software.

*\* 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	1440			

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