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## Building 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*, Occupational Health and Safety Standards, the Building Permit Bylaw and relevant regulations in the City of Edmonton.

Work of this class involves the responsibility to examine plans, specifications and related technical documents and reports and/or to inspect residential, commercial and industrial buildings and structures to ensure that designs and construction conform to the standards of the Alberta Building Code and related regulations. Responsibilities extend to inspect and identify violations of regulations governing signs, building occupancy, building sites and related matters to ensure compliance. Ensuring that inspections and examinations of building plans are in accordance with well defined procedures and require the individual to interpret regulations to specific situations and to determine equivalencies to code requirements. Complex problems and/or code interpretations at this level maybe referred to the technical supervisor for consultation and advice. 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 installations.

### TYPICAL DUTIES\*

Issuance of permits after the examination of building plans, specifications and technical reports to ensure compliance with the *Safety Codes Act*, the *Alberta Building Code*, Occupational Health and Safety Standards and the Building Permit Bylaw and relevant regulations.

Inspection of buildings as frequently 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.

Prepares reports and/or code deficiency checklists and advises and assists Architects, Engineers, Contractors and/or building owners regarding infractions and ensures that such infractions are corrected prior to issuing and signing building and other related permits.

Consult with Architects, Engineers, Contractors, Building Owners, Civic Departments, Fire Department, the Capital Health Authority, Occupational Health and Safety, and the Province of Alberta, Municipal Affairs on matters affecting those areas.

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.

Enforces regulations on projects requiring building and related permits for new construction, additions and alterations to existing buildings in an assigned district; inspects fire damaged buildings to assess the extent of damages and to determine the repairs necessary to return such structures to required standards.

Approves revised building plans on site to ensure conformance with building codes regulations; inspects buildings after completion of construction and approves occupancy or issues certificates of occupancy for buildings.

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

Prepares legal agreements for hoarding and encroachments.

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.

Attends appeal hearing of Building Safety Codes Council and appears at court cases as required.

Performs other related duties.

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

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

Knowledge of the *Safety Codes Act*, the Alberta Building Code, City Bylaws and related policies, procedures and regulations. Must possess the ability to analyze and interpret legislation.

Ability to recognise faulty construction or hazardous conditions pertaining to building construction and structural stability of buildings through review of plans or on-site inspections.

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

Ability to interpret and enforce regulations impartially and tactfully.

Proficient in the 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 Carpenter or other trade certificate covered by the Alberta Building Code with a minimum of five (5) years journeyman experience including three (3) years in a supervisory capacity in the construction of commercial and residential buildings

OR

A diploma in Building Construction Engineering Technology from a recognised institute with a minimum of three (3) years in a supervisory capacity in the construction of commercial and residential buildings

- Registered as a Safety Codes Officer having Building Group Level 3 in the Province of Alberta
- Valid Province of Alberta Class 5 Motor Vehicle License
- Experience with a variety of personal computer software

Opportunity Concept

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*\* 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.*