
Building Safety Codes Officer II

DEFINITION

This is a highly specialized technical inspection and enforcement position with supervisory responsibilities 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.

Employees of this class assist the Director to enforce regulations and to supervise and give guidance to a group of Building Safety Codes Officer Is. 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. Work of this class is distinguished from the Building Safety Codes Officer I in that employees at this level are responsible to distribute and co-ordinate the daily work of the office and field staff and to assist with the more difficult interpretations, equivalencies or inspections. Established policies govern decisions in judging adherence to requirements, however, incumbents exercise independent judgement and initiative to interpret regulations and make discretionary decisions with respect to requirements and responsibilities. Instructions are received from a Director who reviews work through an evaluation of reports and records.

TYPICAL DUTIES

Assigns work, supervises employees and monitors workloads and reviews the work of field Safety Codes Officers and/or plans examiners. Provides advice and assistance as needed on difficult projects and unusual cases.

Assists on a periodic basis with field inspections in the enforcement of the building code requirements, to resolve complaint situations, and to suggest alternative methods and materials to assist contractors or property owners in meeting required standards.

Inspects or examines plans for complex projects, analyses technical information to provide rational explanations and/or decisions pertaining to matters of equivalencies.

Interfaces with engineers, architects, technicians, developers and building owners to explain Building Code requirements to resolve difficult or complex problems in building design.

Acts as a member of various boards and committees and assists in the preparation of amendments to various regulations, bylaws or legislation.

Performs on-site inspections and confers with contractors, engineers, architects, developers, building owners and other interested parties to explain and interpret building code requirements and other related regulations.

Provides training in the application and interpretation of the Building Code, City bylaws and related regulations.

KNOWLEDGE, ABILITIES AND SKILLS

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

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

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Thorough knowledge of the *Safety Codes Act*, the *Alberta Building Code*, City Bylaws and related regulations applicable to work assignments.

Ability to recognise faulty construction or hazardous conditions pertaining to building use, structural stability and construction.

Ability to interpret and enforce regulations impartially and tactfully

Ability to provide oral and written instructions and to interpret building construction plans and specifications

Ability to write and review technical evaluation reports on building plans or inspections as to compliance or equivalencies of codes or other regulations.

Ability to express ideas effectively orally and in writing.

Ability to establish and maintain effective working relations as necessitated by work assignments.

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
- Five (5) years experience as a Building Safety Codes Officer in plan examination or field inspection
- 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.*