

HVAC Safety Codes Officer II

DEFINITION

This is a specialized supervisory and technical 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 responsibility for supervising a group of outside field inspectors, as well as the Branch's Customer Information Technical Advisor, for heating, ventilating and air conditioning. 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 Sections Director for program effectiveness and conformance with policy.

TYPICAL DUTIES*

Responsible for assigning and monitoring requested field inspections for Forced Air Heating, Hydronic Heating and Air Conditioning systems in new buildings, including alterations and additions to existing buildings in the City of Edmonton. Requested inspections are generated from the Customer Information Centre, customer phoned in inspection requests and Sheet Metal/Mechanical Contractors requests.

Investigate customer inquires, provide information/reports to Occupational Health and Safety, Capital Health, Council Members, engineers, architects and owners on special or hazardous conditions observed.

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 heating and ventilation discipline.

As the 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 *Alberta Building Code* and the *Gas Protection Act*.

Prepare reports, infraction letters and orders, for compliance of the *Alberta Building Code*, the *Gas Protection Act*, The Mechanical Permits Bylaw No. 11004, 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 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 4A, B, and C in the Province of Alberta
- Five (5) years' experience interpreting and enforcing Safety Codes legislation as a Heating and Ventilating 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	1443			

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Previous Updates:
Originated: