



## Safety Codes Officer I

---

### **DEFINITION**

This classification is an entry level technical role used for the enforcement of the Safety Codes Act, the Alberta Building Code, relevant and associated discipline Codes, Occupational Health and Safety Standards, the Safety Codes Permit Bylaw and relevant regulations in the City of Edmonton.

Work of this class involves the examination of plans, specifications and related technical documents and reports. The role assists in inspections of structures to ensure that designs and construction conform to the standards of the Alberta Building Code and related regulations and discipline codes. Responsibilities include the inspection and identification of infractions in regulations, governing building design, construction and occupancy, and related matters for compliance.

The process of examination and inspection involves interaction with architects, engineers, developers, contractors, building owners, and citizens. Work is performed in accordance with well-established procedures. Codes and regulations require interpretation as to compliance or equivalencies from a wide variety of complicated installations. Assignments are defined and unusual or complex problems and/or code interpretations at this level may be referred to a senior Safety Codes Officer for consultation and advice.

Areas of specialization within the Safety Codes Officer series are Building, HVAC, Electrical, Plumbing and Gas, with each specialization issuing permits based on their certification as per the Alberta Safety Codes Act.

### **TYPICAL DUTIES** \*

Recommend/Issuance of permits after the examination of plans, specifications and technical reports for compliance with the Safety Codes Act, the Alberta Building Code, relevant discipline codes, the Safety Codes Permit Bylaw and relevant regulations.

On-site inspection of buildings and equipment 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, the Quality Management Plan, and bylaws.

Advise and assist Architects, Engineers, Contractors, Developers and/or building owners regarding infractions and ensure that such infractions are corrected prior to completion.

Maintain records, prepare reports, and/or code deficiency checklists of inspections and plan examinations 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.



## Safety Codes Officer I

---

Inspect buildings at specified stages of construction or equipment installation. Identify Safety Codes infractions for owners/developers prior to occupancy being granted at the final inspection when conditions are met or to assess the extent of damages; and review the necessary corrections to return such structures to required standards.

Participate with the review of changes to regulations, materials and technology; participate in discussions and seminars on Code interpretations and changes.

Perform other related duties.

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

Knowledge of standard methods, techniques, materials, tools and equipment employed in the building construction trades with experience involving projects of new construction, renovations, alterations, or demolitions.

Knowledge of the Safety Codes Act, the Alberta Building Code, City bylaws, and applicable discipline codes and regulations such as the Canadian Electrical Code, National Plumbing Code of Canada, Natural Gas and Propane Installation Code, Alberta Private Sewage Systems Code, Alberta Electrical Utility Code.

Must possess the ability to analyze and interpret legislation.

Ability to recognize construction that does not meet the intent of the Alberta Safety Codes Act or other disciplinary codes, hazardous conditions pertaining to building construction.

Ability to analyze and interpret simple plans or designs prepared by applicants, architects and/or engineers.

Verbal and written communication skills to interact and educate citizens, architects, engineers, developers, etc. about Safety Codes interpretations, applications and enforcement.

Customer service focused with ability to work through a variety of customer needs with professionalism.

Ability to explain technical concepts and interpretations in simple terms to citizens and homeowners.

Ability to manage multiple priorities and projects and effectively organize tasks.

Ability to work independently or contribute positively as part of a team.

Ability to adapt to changing priorities and circumstances.



## Safety Codes Officer I

---

Ability to make impartial and transparent decisions in the application of Safety Codes.

Proficient in the use of personal computers for data entry, plan review, communication with customers.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### **Job Level**

- Completion of the twelfth (12th) school grade
- Three (3) years' experience in construction of buildings is required including best practices and understanding of project scheduling.
- Valid Province of Alberta Class 5 Motor Vehicle License

#### **HVAC Discipline:**

- Journeyman sheet metal worker, recognized in Alberta with a minimum of three (3) years' journeyman experience in mechanical installations in commercial and residential buildings.
- Mechanical Engineering degree recognized in Canada and three (3) years' of relevant experience in the building construction industry, at least one (1) of which must be completed after obtaining that degree.

Eligibility to enroll in as a Registered HVAC Buildings all Safety Codes Officer in the Province of Alberta is required.

#### **Plumbing and Gas Discipline:**

- Journeyman plumber and Gasfitter certification recognized in Alberta and three (3) years' of relevant experience in the building construction industry after receiving that journeyman certification; or

Eligibility to enroll in the Registered Safety Codes Officer training achieving certification Plumbing and Gas with Safety Codes Council in the Province of Alberta is required.

#### **Building Discipline:**

- Journeyman carpenter, plumber, electrician, sheet metal worker or bricklayer certification recognized in Alberta and three (3) years' of relevant experience in the building construction industry after receiving that journeyman certification; or



### Safety Codes Officer I

- Two-year technology diploma in a related field or equivalent recognized in Canada and five (5) years' of relevant experience in the building construction industry; or
- Engineering or architecture degree recognized in Canada and three (3) years' of relevant experience in the building construction industry, at least one (1) of which must be completed after obtaining that degree.

Eligibility to enroll in the Safety Codes Officer training, achieving certification as “Residential”, “Part 9” and “Part 3” or equivalent (Group A Level 3) with Safety Codes Council in the Province of Alberta is required.

**Electrical Discipline:**

- Journeyman electrician certification recognized in Alberta and three (3) years' of relevant experience in the building construction industry after receiving that journeyman certification; **or**
- Electrical Engineering technology diploma in a related field or equivalent recognized in Canada and five (5) years' of relevant experience in the building construction industry; **or**
- Electrical Engineering or architecture degree recognized in Canada and three (3) years' of relevant experience in the building construction industry, at least one (1) of which must be completed after obtaining that degree.

Eligibility to enroll in the Safety Codes Officer training, achieving certification Electrical Group A with Safety Codes Council in the Province of Alberta is required.

\* *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		7067	7068	
Grade		013	012	

Originated: September 2019  
Last Updated:  
Previous Updates: