



## Electrical Safety Codes Officer II

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### **DEFINITION**

This classification is a working level inspection and/or plans examination role that enforces requirements of the Safety Codes Act, the Alberta Building Code, relevant 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 residential, commercial and industrial plans, specifications and related technical documents, and reports and/or to inspect to ensure that designs and construction conform to the standards of the Alberta Building Code and related discipline codes and regulations. Responsibilities extend to inspect and identify infractions of regulations governing building design, construction and occupancy, and related matters for compliance. This position ensures that inspections and examinations of building plans, mechanical plans and installations are in accordance with well defined procedures.

The process of plans examination and inspection involves interaction with architects, engineers, developers, contractors and building owners. Work is performed in accordance with established procedures. Codes and regulations require interpretation as to compliance or equivalencies from a wide variety of complicated installations.

Work of this class is distinguished from the Safety Codes Officer I by its ability to issue permits using the delegated Safety Codes Officer certification, inclusion and responsibility for more complex commercial and/or industrial buildings, the degree of responsibility and knowledge required to make decisions in consideration of building and/or life safety. The SCO II class work assignments are less defined in scope of discipline and decisions require complete working knowledge in area of specialization. Unusual or complex problems and/or code interpretations at this level may be referred to a Safety Codes Officer III for consultation and advice.

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

### **TYPICAL DUTIES \***

Issuance of permits after the examination of residential, commercial or industrial building plans, mechanical plans, specifications, variances/alternative solutions 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.

Provides consultative and plans examination services for Citizens, Architects, Engineers, Contractors, Building Owners, Citizens, on matters affecting permitting of building construction, renovations or alterations..

Collaborates with Fire Rescue Service, Edmonton Police Services, the Alberta Health Services, and the Alberta Municipal Affairs, as necessary, to complete inspections.



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Inspects buildings during and after completion of construction or equipment installation and identifies Safety Codes infractions for owners/developers or deviations from approved plans prior to granting approval. This inspector may assess the extent of damages and review the necessary corrections to return such structures to required standards.

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

Prepares legal agreements for cranes and hoardings (crane swing path and overhead work).

Advises and assists Architects, Engineers, Contractors, Developers and/or building owners regarding infractions and ensures that such infractions are corrected prior to issuing permits.

Maintains records, prepares reports, and/or code deficiency checklists of inspections or plans 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. Prepares and issues orders under the Safety Codes Act.

Provide information or interpretation on the Alberta Building Code, discipline codes, bylaws and policies regarding permits and inspections to applicants, architects and engineers.

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

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

Thorough 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.

Ability to recognise construction that does not meet the intent of the Alberta Building Code, Occupational Health and Safety or hazardous conditions pertaining to all building construction and structural stability of all building types through review of plans or on-site inspections.

Skill in analysis and interpretation of designs and plans of varying complexity and size.

Well developed communication skills, both verbally and in writing to convey important information within isolated interactions with concerned parties.

Demonstrated professionalism and customer service skills to work through a variety of customer inquiries and applications.

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



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Ability to prioritize projects and effectively organize workload.

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

Ability to adapt to changing priorities and circumstances.

Ability to communicate with a wide variety of customers and resources within the discipline.  
Ability to discuss issues with other disciplines where overlap occurs.

Ability to analyze and interpret legislation and consequently enforce regulations impartially and tactfully.

Ability to make independent decisions in the application of safety codes and understand their impact and risks.

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

Ability to build effective internal and external working relationships.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### **Job Level**

- Completion of the twelfth (12th) school grade
- Valid Province of Alberta Class 5 Motor Vehicle License

#### **HVAC Discipline:**

- Journeyman sheet metal certification recognized in Alberta with a minimum of five (5) years' journeyman experience in mechanical installations in commercial and residential buildings; or
- 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

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 with a minimum of five (5) years' journeyman experience; or

Registered Plumbing & Gas Safety Codes Officer in the Province of Alberta is required.



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**Building Discipline:**

- Journeyman carpenter, plumber, electrician, sheet metal worker or bricklayer certification recognized in Alberta with a minimum of five (5) years’ journeyman experience in the construction of commercial and residential buildings; or
- Two-year technology diploma in a related field or equivalent recognized in Canada and seven (7) years’ of relevant experience in the building construction industry; or
- Engineering or architecture degree recognized in Canada and five (5) years’ of relevant experience in the building construction industry.

Registered Building Safety Codes Officer in the Province of Alberta is required.

**Electrical Discipline:**

- Journeyman electrician certification recognized in Alberta and five (5) years’ of relevant work experience as a journeyman electrician; **or**
- Electrical engineering technologist diploma recognized in Canada and seven (7) years’ of relevant work experience after receiving that diploma; **or**
- Electrical engineering degree recognized in Canada and five (5) years’ of relevant work experience after receiving that degree.

Registered Electrical Group A Safety Codes Officer 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.*

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Salary Plan	62M	62B
Job Code	3388	3387
Grade	050	002

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