



Medicine Hat  
The Gas City

## JOB DESCRIPTION

**POSITION TITLE:** BUILDING SAFETY CODES OFFICER I/II/III

**REFERENCE NO:** 38107

**DIVISION:** STRATEGIC MANAGEMENT & ANALYSIS

**DEPARTMENT:** CITY PLANNING

**APPROVAL DATES:** BY: Rochelle Pancoast **DATE:** April 26, 2021  
MANAGING DIRECTOR - STRATEGIC MANAGEMENT & ANALYSIS

BY: [Signature] **DATE:** April 27, 2021  
CHIEF HUMAN RESOURCES OFFICER

### GENERAL DESCRIPTION:

This position is responsible for the review of plans and the inspection of buildings/developments to ensure compliance with the Safety Codes Act and related Alberta Regulations and the current Land Use Bylaw.

### ORGANIZATIONAL RELATIONSHIPS:

- Reports to the Manager of Safety Codes Services.
- Internal and external relationships are positively maintained with the public, stakeholder groups and other city departments.

### PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Reviews building permit applications to ensure compliance with the Safety Codes Act and Uniform Quality Management Plan (UQMP).
- Inspects the siting and construction of buildings/developments for compliance with the Safety Codes Act and the Land Use Bylaw.
- Attends to enquiries from builders/contractors and the public regarding the Safety Codes Act requirements and code interpretations.
- Attends to inspections when requested in a timely fashion.
- Provides direction and clarification to contractors and permit holders to ensure site construction complies with the all construction codes.
- Assists the Manager of Safety Codes Services with investigating and resolving complaints from builders/contractors and the public.
- Participates in joint inter-disciplinary inspections to resolve issues for occupancy permits.
- Issues orders as required to ensure compliance with the Safety Codes Act and Regulations.
- Completes electronic plan reviews in computerized permit tracking software.
- Completes field inspections using remote software tools.
- Ensures compliance with Occupational Health & Safety legislation and corporate policies and procedures.
- Sets up and maintains various filing and record systems on projects.
- Operates motor vehicle, portable computer and other necessary equipment to fulfill the duties assigned to this position.
- Participates with other department personnel to effectively perform the department operations.
- Prepares electronic reports for inspections, investigations, statistical compilations and related matters.
- Performs other duties as required or assigned.

**REQUIRED COMPETENCIES:**

- Detailed and thorough knowledge of the Alberta Safety Codes Act and regulations including current Construction Codes and related CMH bylaws as they pertain to the position.
- Ability to make technical judgments to correct infractions of the Alberta Safety Codes Act.
- Working knowledge of a computer using current office software in a network environment as well as Planning and Development specific software applications.
- Ability to work independently and demonstrate ability to use a systematic approach and independent judgement to make sound decisions.
- Ability to work as an effective team member and contribute to positive work relations in a constructive culture environment.
- Good interpersonal and communication skills with the ability to express ideas and concepts clearly and effectively, orally and in writing.
- Effective customer service, interpersonal and organizational skills.
- Knowledge of applicable Environmental and Occupational Health and Safety Regulations, policies and procedures, and commitment to promoting a safe working environment for self and others.

**REQUIRED QUALIFICATIONS:**

- Maintain a Building Safety Codes Officer I/II/III designation and certification as described below:
- Building Safety Codes Officer I
  - Successful completion of Grade 12 or high school equivalency diploma (GED).
  - Successful completion of the Building Discipline "Residential/Part 9" Safety Codes Officer certification, as set by the Safety Codes Council.
  - Two (2) years of related work experience
  - A valid Alberta Class 5 Driver's license with an acceptable driving record.
  - An equivalent combination of management approved training and experience may be considered.
- Building Safety Codes Officer II
  - Successful completion of Grade 12 or high school equivalency diploma (GED).
  - Successful completion of the Building Safety Codes Officer I certifications, and the "HVAC Residential" certificate as set by the Safety Codes Council.
  - Three (3) years related work experience.
  - A valid Alberta Class 5 Driver's license with an acceptable driving record.
  - An equivalent combination of management approved training and experience may be considered.
- Building Safety Codes Officer III
  - Successful completion of Grade 12 or high school equivalency diploma (GED).
  - Successful completion of the Building Safety Codes Officer II certifications and "Part 3 and HVAC All" as set by the Safety Codes Council.
  - Four (4) years of related work experience.
  - A valid Alberta Class 5 Driver's license with an acceptable driving record.
  - An equivalent combination of management approved training and experience may be considered.