



**Mountain View**  
C O U N T Y

# External Employment Posting

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada TOM 0W0  
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www.mountainviewcounty.com

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**MVC10-2019 – Friday May 31, 2019– or until suitable candidate is chosen**

## Safety Codes Officer Building and Fire

2019 Pay Band starting at - \$97,392 /annum

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### Position Summary:

The Safety Codes Officer building and fire is responsible for the overall coordination of new and existing residential, commercial and industrial buildings and structures in all stage of construction, alteration, repair and completion to ensure compliance with the standards of the Alberta Building and Fire Code requirements. The position is responsible for the implementation of the Quality Management Plan (QMP) related to both building and fire disciplines. The QMP relates to building inspection and plan review to ensure compliance with the Alberta Fire and Building Codes to help protect the health and safety of our rural community.

### Key Areas of Responsibility:

- Examine building plan specifications and evaluate technical reports to ensure compliance with the Alberta Building and Fire Codes, including related regulations and issue required permits.
- Inspect buildings as required through the County's QMP during the course of construction, alteration and repair to determine conformity with the approved plans, requirements of codes and related regulations.
- Inspect and provide permits as requested or contained within the QMP in accordance with the Alberta Fire Code excluding Fire Investigations.
- Assists in the preparation of updates and administration of the Quality Management Plan.
- Prepare reports and or code deficiency checklists and advise/assist architects, engineers, contractors, and/or building owners regarding infractions. Ensure such infractions are corrected prior to signing building and other related permits.
- Approve building plans and permits as to ensure conformance with building code regulations.
- Monitor and keep current activities and changes to legislation under the Alberta Safety Codes Act and all other applicable codes include the Alberta Building and Fire Codes, standards and regulations.

### Requirements:

- Completion of Grade 12 or GED equivalent with a minimum Safety Codes Officer Group A Level 2 Certification and a minimum of three (3) to five (5) years of related experience (preferably in a municipal setting).
- Considerable knowledge of the standard methods, techniques, materials, tools and equipment employed in the building construction trades.
- Working knowledge of the Alberta Building Code, Uniform Building Standards Act, Municipal QMP, Municipal Bylaws, and related regulations.
- Ability to enforce and enforce regulations impartially and tactfully.
- Ability to understand and execute oral and written instructions, and to interpret building construction plans and specifications.
- Ability to write technical evaluation reports on building plans or inspections as to compliance or equivalencies of code and other regulations.
- Ability to work independently with minimal supervision including the ability to work outside at times with varied weather conditions.
- Certification as an Alberta SCC Fire Inspector minimum Group A Level 2 and 3; and Group C & D an asset.
- National Fire Protection Association 1031 Certification.
- Valid Alberta Operator's License (no more than six (6) demerits).

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Submissions will be received until Noon **Friday May 31, 2019**. (or until suitable candidate is chosen). All applications are to be marked "*confidential*" and will be received in confidence. Submit resumes, Attention Human Resources, in one of the following ways:

- Email to [hr@mvcountry.com](mailto:hr@mvcountry.com) - Fax to (403)335-9207
- Mail/drop off to Mountain View County. Attention Human Resources, PO Bag 100, Didsbury, AB TOM 0W0

Note: For a detailed Position Description please contact Human Resources directly via email to [hr@mvcountry.com](mailto:hr@mvcountry.com) - We appreciate the interest of all candidates; however only those considered for an interview will be contacted.