

The City of Calgary Career Opportunity

Codes Officer

Mngr. Land Info. Servs. Div
Mail Drop: 0004

External Opportunity

Reference #204427

Closing Date: 23-JUL-2014

Basic Job Information

Posting Title: Codes Officer

Business Unit/Section: Inspection & Permit Services/Legislative & Technical Services

Location: 800 Macleod Trail S.E.

Union/Position: Exempt/Permanent #0049122

Compensation: Exempt Level D \$67,179 - 100,011 per annum

Hours of Work: This position works a standard 35 hour work week.

Business Unit Information

Planning, Development & Assessment, overseeing the creation, redevelopment and valuation of communities that are vibrant, complete and sustainable. The Department assesses city properties and businesses annually, develops plans, policies, processes and services that support growth management, land use, development, building and building safety. We are at the forefront of implementing imagineCALGARY and implementing Calgary's Municipal Development Plan. We work closely with all stakeholders to deliver quality services to meet the needs of our citizens and customers.

Responsibilities

Reporting to the Lead of Legislative and Technical Services, the successful applicant will provide technical direction to internal and external stakeholders on provincial and national safety codes. The Codes Officer conducts research and analysis to supply interpretation and application of codes. The position promotes the interests of the business unit and The City of Calgary through internal and external working groups, committees and subject-specific meetings. Primary duties and responsibilities of the position include: provide interpretation, advice, direction and decisions to stakeholders on codes and standards; research, analyze, prepare and provide recommendations to variance requests made by industry; provide formal safety codes training to the City of Calgary Safety Codes Officers. Research, prepare and communicate code interpretations and changes; develop and maintain regulations bulletins of code interpretation requirements to industry and internal stakeholders ensuring consistency in the interpretation and enforcement; provide technical input as a subject matter expert to cross-divisional projects; review current and oversee provincial and/or national safety code changes; work collaboratively with other municipalities or individually on behalf of The City of Calgary; represent The City of Calgary on task force, committees and research groups on code development.

Qualifications

The successful applicant must possess one of the following combinations of education and experience:

- A First Class Journeyman certificate or equivalent recognized by Alberta Apprenticeship and Industry Training plus twelve years of experience (seven to nine years more progressive experience working in industry and three to five years experience as a Safety Codes Officer); OR
- A completed two year diploma in a relevant field plus ten years experience (six to seven years more progressive experience working in industry and three to four years as a Safety Codes Officer); OR
- A completed degree plus seven years experience (four to five years experience in an architectural or engineering design and two to three years as Safety Codes Officer).

Successful applicant(s) must possess a Certificate of Competency in Groups A, and B - Level 3 from the Alberta Safety Codes Council. Applicants must possess a Class 5 Driver's Licence (or provincial equivalent) with no more than six demerits and no suspensions or charges pending. Intermediate proficiency in Microsoft Office (Outlook, Word, Excel and PowerPoint) would be considered an asset. Competencies and skills required are as follows: strong research, analytical and problem solving skills; conflict resolution skills; the ability to make decisions under pressure; the ability to work independently and in a team environment; and advanced business and communication skills. A high degree of thoroughness and accuracy; and excellent planning, organizational and prioritization skills is required. Questions regarding certification may be directed to the Alberta Safety Codes Council at 1-888-413-0099.

Notes

Successful applicants must provide proof of qualifications. Only education obtained from an accredited institution will be recognized as meeting the minimum qualifications.