



It seems that most people who visit our town comment on how beautiful it is, our amazing location (being just 15 minutes south of Calgary) and how friendly the people are. We're proud of our community, steadfast in our approach to sustainability, and have an empowered municipal workforce that reflects this pride. Our efforts are a reflection of our residents' desire to build a community that preserves all things great about small town living while generating unparalleled recreation, education, and employment opportunities and implementing world leading solutions to today's environmental challenges. As one of Canada's fastest growing communities (population 28,000) our challenges are unique and our dedication is equal to the task.

SAFETY CODES TECHNICIAN

The Town offers a new opportunity for an energetic team player to join our Permit/Inspections group. In consultation with the Permit/Inspections & Assessment Manager you will administer the safety codes program for permits and compliance activity. Specific duties include review of permit applications, providing technical information and interpretation of regulatory requirements to internal and external groups. You review applications for building, gas, plumbing and electrical applications, maintain database records and files for those permits, and issue permits when authorized. You will assist with ensuring compliance with the Alberta Building Code and the Land Use Bylaw. This position is ideally suited to a graduate from a recognized post-secondary institute who has a desire to become a certified Safety Codes Officer in the future.

You have a diploma in architectural or building construction technology along with previous office experience, preferably in a municipal setting. Demonstrated excellent interpersonal, organizational, verbal and written communications are necessary. Computer proficiency in MS Office and familiarity with electronic data base management such as Workflow (Laserfiche) is needed, along with proven proficiency with electronic tools, i.e. smart phone, Ipad, etc. Possession of a valid Class 5 Alberta driver's license is required.

- Certified Building SCO or meets all the pre-qualifications (please see website [Safety Codes Council Home Page](#) for details)

Our total compensation package includes a competitive salary, a comprehensive benefit package and participation in LAPP pension. Interested applicants are invited to forward a detailed resume by April 12th, 2015 to jobs@okotoks.ca. For more detailed information on this and other employment opportunities, visit our website at www.okotoks.ca.

Our vibrant and growing Town has many things to offer; shorter commutes, unique shopping and dining opportunities, a flourishing cultural community, abundant outdoor trails and parks, extensive recreational facilities, and inviting family oriented neighbourhoods. Our employees are the cornerstone of our organization and working with us will provide you with the opportunity to work in an ever growing environment with an awesome group of people. Centrally located within close proximity to High River, Black Diamond, Turner Valley and Calgary, your choices are limitless! Come and experience our way of life!