

Job Title: Safety Codes Clerk

Requisition ID: 3352

Affiliation: CUPE Municipal

Position Type: Permanent Full Time

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday-Friday

Division/Department: Planning & Development/Safety Codes

Job Location: Fort McMurray

Pay Level: PL6

Start Rate: \$ 42.36

Permanent Rate: \$ 49.59 (Permanent rate effective after completion of probation)

COLA: Bi-Weekly - \$480

Posted (dd/mm/yyyy): 10/05/2025

Closing Date (dd/mm/yyyy): 25/05/2025

Posting Type: Internal and External

GENERAL DESCRIPTION:

Under general supervision, the Safety Codes Clerk is responsible for the administration and processing of safety codes documentation and dispatch inspection requests in accordance with the Safety Codes Act, Alberta permit policy, Municipal permit policy and Uniform Quality Management Plan (UQMP). Provide administrative support to the Safety Codes Officers. The incumbent will ensure customer service standards of the Municipality are always met, whether interaction is on the phone, via email or in person.

RESPONSIBILITIES:

- Respond to enquiries regarding site inspection reports and permit service reports.
- Adhere to the Municipal permit policy, Safety Codes Act and UQMP.
- Provide support to the Safety Codes Officers and Supervisors.
- Review permit information for accuracy and completeness to issue appropriate reports.
- Answer phones and schedule inspections.
- Process and collect documents to close permits.
- Collect the required information to process and issue occupancy certificates.
- Perform other related duties as required.

QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the Safety Codes Act, Provincial permitting regulations, Municipal Government Act, Municipal Bylaws, and other relevant legislation, regulations, and guidelines.
- Strong verbal and written communication skills.
- Exceptionally strong customer service and interpersonal skills with the ability to deal effectively with the public, sometimes in difficult or conflict situations.
- Excellent organizational skills.
- Ability to multitask and work in a demanding, fast paced environment.
- Motivated and demonstrates high level of professionalism.
- Proficient with various Microsoft Office applications (Word, Excel, Outlook) and the ability to learn and utilize other relevant computer-based application programs, including but not limited to Accela and SAP.

EDUCATION AND EXPERIENCE:

- Certificate in Office or Business Administration is required.
- Two (2) years of related experience is required.
- Experience in a customer service role is required.
- Ability to obtain Permit Issuers Designation under the Safety Codes Act is required.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible for understanding and actively participating in the RMWB's health and safety management system, and complying with all policies, practices, and procedures. All employees must take reasonable care to protect the health and safety of themselves and others, as well as immediately report any concerns, near misses, incidents, and hazardous conditions to their supervisor.

**To apply: Please visit our website at jobs.rmwb.ca
Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.**