



Make working for
The City work for you.



Safety Codes Officer - HVAC

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Safety Codes Officer, Heating, Ventilation and Air Conditioning (HVAC), you will ensure proper inspection, investigation, and enforcement in compliance with the Safety Codes Act. You will provide guidance to owners, contractors, and registered professionals on structures and HVAC mechanical systems to comply with the applicable codes and standards. Primary duties include:

- Review plans, issue building permits and inspect construction and mechanical systems for compliance to the appropriate codes, standards, and bylaws.
- Prepare permit conditions and inspections to ensure non-compliances have been addressed.
- Investigate non-permit complaints, take necessary action and prepare reports on the actions taken.
- Gather evidence and prepare files for prosecution and attend court as required.
- Attend Safety Codes Council hearings and give evidence on behalf of the City of Calgary.

Qualifications

- Applicants must possess one of the following combinations of education and experience:
 - A completed Journeyman certificate as a Sheet Metal Worker recognized by the Alberta Apprenticeship and Industry Training Board and at least 5 years of relevant experience in building construction as a Journeyman; OR
 - A completed 2 year technology diploma in a related field and at least 5 years of relevant experience in the building and construction industry after completing the diploma; OR
 - An Engineering or Architecture degree and at least 5 years of relevant experience in the building construction industry, at least 1 of which must be after completing the degree.
- A valid Class 5 Driver's License (or provincial equivalent), with no more than 6 demerits and no current suspensions or charges pending OR; a valid Graduated Driver's License (GDL) with no more than 4 demerits and no current suspensions or charges pending.
- Ability to work after-hours to respond to urgent safety complaints.
- The ability to obtain a City of Calgary [operator's permit](#) within 6 weeks from the date of offer acceptance.
- Intermediate proficiency with Microsoft Office (Word, Excel, and Outlook) and willingness to learn Public One Stop Service Experience software.
- Strong communication, planning and organizational skills; demonstrated accuracy and analytical skills; and the ability to work independently and in a team environment.

Working Conditions: This position works both in the office and the field, with opportunities for cross training. After-hours work may be required.

Pre-employment Requirements

- A security clearance will be conducted.
- Successful applicants must provide proof of qualifications.

Workstyle: This position may be eligible to work from home for at least part of the time as one of several flexible work options available to City employees. These arrangements depend on the operational requirements of the role, employee suitability, and are subject to change based on operational needs and corporate direction.

Union: CUPE Local 38
Position Type: 1 Permanent
Compensation: Pay Grade 12 \$47.01 - 62.84 per hour
Hours of work: Standard 35 hour work week.
Audience: Internal/External

Business Unit: Development, Business and Building Services
Location: 3705 35 Street NE
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Apply By: June 13, 2025
Job ID #: 312074

Apply online at www.calgary.ca/careers