



Make working for  
The City work for you.



## Planning & Safety Codes Customer Advisor (Plans Examiner / Inspector)

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 Planning and Safety Codes Customer Advisor, you will be responsible for administering provincial safety legislation and ensuring compliance with relevant codes and other legislation for residential buildings which includes new single and semidetached dwellings, new accessory buildings, secondary suites, free standing structures, decks, additions, building systems and renovations. Primary duties include:

- Conduct bylaw checks, plans examination and onsite inspections to ensure health and safety in newly constructed or renovated residential buildings and structures by assessing them to be in compliance with bylaws, building codes and standards. Inform applicants of findings by Safety Codes Officer (SCO) notice, email or phone call.
- Coach applicants to resolve issues as related to a particular code. Follow up on conditions and notices to ensure deficiencies are corrected.
- Perform enforcement duties under the authority of the Safety Codes By-law 39M2018, Safety Codes Act and Court of King's Bench by way of monitoring those who may be building without permits, issuing SCO orders to comply, and following up on SCO orders.
- Gather and log evidence and attend legal proceedings.

### Qualifications

- The successful applicant must possess one of the following combinations of education and experience:
  - A Journeyman carpenter, plumber, electrician, sheet metal worker or bricklayer certification recognized in Alberta and 3 years of relevant experience in the building construction industry after receiving that journeyman certification, OR
  - A 2 year technology diploma in a related field and 3 years of relevant experience in the building construction industry after receiving that diploma, OR
  - An Engineering or Architecture degree and 3 years of relevant experience in the building construction industry, at least 1 of which must be completed after obtaining that degree.
- A valid Class 5 Driver's Licence (or provincial equivalent), with no more than 6 demerits and no current suspensions or charges pending OR; a valid Graduated Driver's Licence (GDL) with no more than 4 demerits and no current suspensions or charges pending.
- Ability to obtain a City of Calgary operator's permit within 6 months from the date of hire.
- Current Safety Codes Council certification is an asset.
- Strong communication and interpersonal skills, sound judgment and decision making.
- A high attention to detail and accuracy when handling an increased workload with changing priorities.

### Pre-employment Requirements

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

Union: CUPE Local 38

Position Type: 7 Permanent, 7 Temporary (up to 18 months)

Compensation: Pay Grade 10 \$40.08 - 53.57 per hour

Hours of work: Standard 35 hour work week

Audience: Internal/External

Business Unit: Development, Business & Building Services

Location: 800 MacLeod Trail SE & 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 5, 2023

Job ID #: 307661

Apply online at [www.calgary.ca/careers](http://www.calgary.ca/careers)