



Make working for
The City work for you.



Leader, Building Safety Approvals

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 the Leader, Building Safety Approvals, you will be accountable for the administration, direction, control and supervision of a large, diversified operation. You will be responsible for a team of direct reports, manage the permit approval operation and support the Manager with strategic initiatives. You will be responsible for Safety Codes Officers (SCOs) or Planning and Safety Codes Customer Advisors (PSCCAs) with extensive knowledge of the codes and standards that establish safety requirements within and around buildings. Also, as the leader, you will oversee the SCO or PSCCA teams that approve and monitor public safety, construction, installation and maintenance of buildings and systems within to ensure compliance with relevant codes and standards. In this position you will ensure adherence to and training of employees on corporate policies and procedures and manage employee performance. You will manage the development and maintenance of the Building Safety Approvals section's policies and procedures, as well as training and development and supporting continuing education to sustain SCO certification. Primary duties include:

- Provide strategic leadership to the Building Safety Approvals section, ensure that service outcomes meet the requirements of The City of Calgary's Quality Management Plan (QMP), and Business/Service Plans.
- Address inquiries from SCOs and PSCCAs regarding complex applications, escalations, investigations, and the collection of evidence for Safety Code Act (SCA) and Municipal Government Act (MGA) orders and/or prosecutions.
- Assist and support coaching, mentoring, and training of SCOs and PSCCAs with regards to risk management, Safety Codes Act, codes, bylaws, industry best practices and standards.
- Provide statistics, reporting, and opinions to the Chief Building Official and Manager of Business and Building Safety Approvals, proposals for changes to QMP, policies and procedures, bylaws, codes, and standards to achieve the division's goals.
- Develop, implement, and guide strategies related to workforce planning, staff tools, applications, policy, procedure, and maintain budgets and service standards.
- Work to resolve complex issues between internal and external partners such as: contractors, consultants, City business units, leadership, Ward Councilors, SCOs and PSCCAs. Coordinate resources to resolve issues.
- Manage the safety program and ensure safe work practices are being implemented in accordance with Occupational Health & Safety legislation.
- Engage with industry partners at various committees and councils; represent the City in the media act as a media where there are implications of public safety related to buildings.
- Ensure public safety through effective coordination of the City's response to emergencies, facilitating compliance with legislation governing safe buildings and responsible construction practices.
- Review and evaluate contravention of the SCA for potential charges and/or stop orders.
- Support the Senior Safety Codes Officers with drafting Safety Codes and MGA Orders and Safety Codes Act Charges.

Qualifications

- A Province of Alberta recognized Journeyman Trade Certification related to the construction or planning covered by the Alberta Building Code with at least 10 years related experience including experience in a supervisory capacity in the construction of commercial and residential buildings OR;
- A completed 2-year Technical Diploma related to the construction or planning industry with at least 10 years related leadership experience including supervisory experience in commercial & residential construction OR.
- A degree related to the construction or planning industry with at least 8 years related leadership experience including experience in a supervisory capacity in commercial and residential construction.
- The candidate must hold a Safety Codes Officer Certificate level 3 in one of the Building, Electrical, or Plumbing & Gas disciplines as well as 5 years as a Safety Codes Officer in plans examination and/or field inspection.
- Equivalent combinations of education and experience may be considered.
- 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.

Working Conditions: Work is performed in both an office environment as well as construction sites. Driving is required.

Pre-employment Requirements

- Must obtain a City of Calgary [operator's permit](#).
- Successful applicants must provide proof of qualifications.

Union: Exempt
Position Type: 1 Permanent
Compensation: Level F \$94,168 - \$144,228 per annum
Hours of work: Standard 35 hour work week
Audience: Internal/External

Business Unit: Development, Business Services
Location: 800 Macleod Trail SE
Days of Work: This position works a 5 day work week earning 1 day off in a 3 week cycle.
Apply By: March 22, 2024
Job ID #: 309210

Apply online at www.calgary.ca/careers