



Make working for  
The City work for you.



## Safety Codes Officer - Building (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](https://www.calgary.ca). 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.

The Safety Codes Officer, Building (Plans Examiner/Inspector) will provide compliance monitoring through plan examination, inspection, investigation and enforcement in compliance with the Safety Codes Act. As a Safety Codes Officer, you will provide guidance to owners, contractors and registered professionals on structures and HVAC (Heating, Ventilation and Air Conditioning) 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 notices to alert designers, contractors and homeowners of non-compliance in the design or construction.
- Follow up on conditions and inspections to ensure non-compliance's have been addressed.
- Investigate non-permit complaints, take necessary action and prepare reports on the action 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

- The successful applicant must possess one of the following combinations of education and experience:
  - Journeyman Carpenter, Plumber, Electrician, Sheet Metal Worker or Bricklayer Certification as recognized by the Alberta Apprenticeship and Industry Training Board plus at least 5 years of relevant experience in the building construction industry after receiving that journeyman certification.
  - A completed 2 year technology diploma in a related field plus at least 5 years of relevant experience in the building construction industry post-diploma.
  - A degree in Engineering or Architecture plus at least 5 years of relevant experience in the building construction industry, one 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.
- The ability to obtain a City of Calgary's operator's permit within 6 weeks from the date of offer acceptance.
- Safety Codes Officer Certifications for Building Part 3 and Part 9 would be considered an asset
- 1 year experience with Safety Codes Officer Part 9 and Residential HVAC certification would be preferred.
- Strong communication and interpersonal skills and sound judgment and decision-making skills.
- The ability to work both independently and in a team environment.
- The ability to work after-hours to respond to urgent safety complaints.

### Pre-employment Requirements

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

Union: CUPE Local 38  
Position Type: 7 Permanent & 1 Temporary (up to 18 months)  
Compensation: Pay Grade 12 \$44.20 - 59.09 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 24, 2024  
Job ID #: 309997

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