



Safety Codes Officer – Building Plans Examiner

Hybrid (On-site/Remote)

Nestled in the heart of Alberta, the Town of Okotoks is a dynamic and growing community that blends small-town charm with big-city opportunities. As an employer, we are committed to fostering a positive, inclusive, and collaborative workplace where every team member can thrive. Our dedicated employees play a key role in shaping the future of our vibrant town, working across a variety of areas to deliver exceptional services that enhance the quality of life for residents and visitors alike.

We pride ourselves on providing a supportive work environment, offering competitive benefits, opportunities for professional development, and a work-life balance that allows our staff to enjoy all that Okotoks and its surrounding area have to offer. From stunning natural landscapes to rich cultural experiences, working in Okotoks means being part of a community that values innovation, sustainability, and inclusivity.

The Opportunity:

We have an exciting opportunity for a highly motivated Safety Codes Officer - Building Plans Examiner to join the Assessment & Building Business Centre within the Community Growth & Identity Division. Reporting to the Assessment & Building Manager, this role is primarily responsible for plans examination and building permit review/issuance to ensure compliance with the Alberta Safety Codes Act, applicable building codes/standards, and the Town's Quality Management Plan. Site inspections may be completed when required to support compliance and service delivery.

- Reviewing building permit applications (including drawings, specifications, and supporting documentation) for compliance with the Alberta Safety Codes Act, applicable building codes/standards, and the Town's Quality Management Plan;
- Administering the permit review process, including application intake support, review comments, conditions, approvals/issuance, and maintaining complete and accurate permit records;
- Providing code interpretation and technical guidance to homeowners, designers, contractors, and internal staff to support complete submissions and consistent customer service;
- Ensuring applications align with related Town bylaws and researching and responding to internal and external requests;
- Completing site inspections when required to support permit completion and compliance, including documenting deficiencies and corrective actions.

What You Bring:

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to qualify is equivalency to completion of a diploma training program at a College or Technical school (architectural or building construction) plus:

- Safety Codes Council certification as a Building Safety Codes Officer Building (Plans Examiner/Plan Reviewer) in Alberta. Building Part 9 required; Residential HVAC as applicable. Building Part 3 is an asset.
- A minimum of 3 or more years related work experience, preferably in construction, representing continuous learning and career progression required
- Detailed and thorough knowledge of the Alberta Safety Codes Act and regulations including current Construction Codes and related Town of Okotoks bylaws as they pertain to the position
- Strong interpersonal skills including tact and diplomacy along with proven written and oral communication skills, including public speaking are required
- Proven strong organizational, customer service and prioritizing skills required
- Demonstrated ability to interpret construction codes and drawings required
- A valid Alberta Class 5 driver's license (non GDA) and with less than 6 demerit points and no suspension or pending suspensions, required
- Municipal experience considered an asset
- Proficient computer skills.

What We Offer:

- Competitive Salary
- Comprehensive health, dental, paramedical benefit plans
- An excellent pension plan
- Career development
- Flexible work schedule
- So much more!

Pre-employment Requirements:

Candidates who progress to final stages of the recruitment process will be required to provide proof of education and designation along with a favorable criminal record check.

How to Apply:

Applications are invited to submit a resume online through our career section. Postings close at midnight on the closing date listed below. We will not be able to accept late applications.

The Town of Okotoks is an inclusive workplace and welcomes applications from all qualified applicants. Only those chosen for an interview will be contacted.

Business Centre	Assessment & Building
Position Type	Permanent
Compensation	\$96,212 - \$111,576 annually
Standby Rotation Required	No
Hours of Work	37.5 per week

Number of Openings	1
Police Record Check Required	Yes
Driver's Abstract Required	Yes
Deadline to Apply	May 31, 2026

The Town's dedication lies in cultivating a workplace that embraces respect, inclusivity, and equity, mirroring the diverse community we serve. Upholding the core values of Diversity, Equity, Inclusiveness, and Accessibility is our unwavering commitment. The Town of Okotoks prides itself on being an inclusive workplace, inviting applications from all qualified candidates.

If you are contacted by The Town regarding a job opportunity, please advise if you have any restrictions that need to be accommodated. We will only reach out to those selected for an interview. All information received in relation to accommodation will be kept confidential.

If you have any questions or require any accommodations, please contact us at: Hr@okotoks.ca