

Safety Codes Officer

Job Description

Reports to:	Assessment & Building Manager
Division:	Community Growth & Identity
Business Centre:	Assessment & Building
Date Updated:	2026

Job Scope: The Safety Codes Officer is responsible for plans examination, issuing permits, inspections, and compliance activities within assigned discipline(s) (e.g., Building, Plumbing, Gas, Electrical). The role assists the Manager in ensuring compliance with the Alberta Safety Codes Act and Regulations, Municipal Quality Management Plan, provincial codes/standards, and related Town bylaws. The position provides information and technical assistance to internal staff and external customers, completes site inspections, and researches and responds to requests, complaints, and inquiries.

Key responsibilities of the job are as follow:

1. General responsibilities:

- Administer enforcement of provincial codes within the scope of the Municipal accreditation.
- Within the safety codes officers discipline certification, conduct site inspections for compliance; documents, deficiencies, and corrective actions, and maintain inspections and permit records in accordance with the Quality Management Plan.
- Administer the permit review process (applications, conditions, issuance, and compliance) within discipline certification and scope of authority.
- Review permit applications for compliance with the Alberta Safety Codes Act and Regulations, Provincial codes, and the Town's quality management program.
- Provide guidance during application intake and review to clarify requirements and support timely complete submissions.
- Provide code interpretation and technical guidance to applicants, contractors, designers, and residents; explain requirements clearly and support consistent customer service;
- Apply and support compliance with related Town bylaws and policies relevant to permitting and inspections;
- Monitor and report building and development activity undertaken without required approval;
- Review and document alternative solutions and/or variance proposals (where applicable) in accordance with municipal process, the Safety Codes Act, and quality management requirements;
- Enforce where necessary including issuing stop work, non-compliance, unsafe condition and construction orders as authorized;
- Produce standard reports, and respond to inspections inquiries/questions;
- Stay current regarding the Town's liability and legislative obligations related to safety codes permits, inspections, and compliance activities;
- Respond to resident and customer requests related to safety codes permits, inspections, and compliance activity within assigned discipline(s).

- 2. Discipline Specific Responsibilities:** The Safety Codes Officer position may be assigned work in one or more safety codes disciplines based on municipal scope, accreditation, quality management requirements, and the incumbent's certification. The following examples may apply, in whole or in part, depending on assigned discipline(s).
- **Building:**
 - SCO inspector - Primary code focus includes the National Building Code (Alberta Edition), National Energy Code and related standards, as applicable to assigned scope.
 - SCO Plan reviewer - Primary code focus includes the National Building Code (Alberta Edition), National Energy Code and related standards, as applicable to assigned scope.
 - **Plumbing & Gas:** Primary code focus includes the National Plumbing Code, Natural Gas and Propane Installation Code, standards, and related regulations, as applicable to assigned scope.
 - **Electrical:** Primary code focus includes the Canadian Electrical Code and related standards, as applicable to assigned scope.
- 3. Other responsibilities:**
- Assist with budget preparation;
 - Provide support for the Manager and team members;
 - Adhere to Health & Safety legislation and safe work policies and procedures;
 - Projects & initiatives as assigned.

Qualifications and required skills:

- **Education:** Equivalent to completion of a diploma training program at a College or Technical School. It requires an ability to understand, utilize and communicate specialized information in speech and written text. This specialized training is often formalized and recognized by a diploma in a related field such as building technology, construction, engineering technology, or a relevant trade/technical discipline, depending on assigned scope.
- **Certifications:** Safety Codes Officer certification in the assigned discipline(s) in the Province of Alberta is required (e.g., Building, Plumbing, Gas, Electrical), or eligibility and willingness to obtain required certification through the Safety Codes Council as a condition of employment. Discipline-specific technical credentials (e.g., relevant trade certification) may be required based on assigned scope.
- **Experience:** 3 or more year's related work experience representing continuous learning and career progression working in Safety Codes as it relates to the specific discipline, representing continuous learning and career progression.
- Experience working in a municipal environment preferred.
- A valid Alberta Class 5 driver's license (non GDA) and with less than 6 demerit points and no suspension or pending suspensions is 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 required.
- **Skills:**
 - Advanced knowledge of Codes and Standards.
 - Evaluate construction plans and site conditions and make sound judgements.
 - Clearly explain code requirements and manage any conflict or resistance professionally and diplomatically.
 - Proficient with Microsoft Office Suite and position relevant software.