

ELECTRICAL SAFETY CODES OFFICER

The City of Camrose is seeking an energetic, highly motivated individual to fill the full-time permanent role of Electrical Safety Codes Officer. Reporting to the Senior Safety Codes Officer, this position will be responsible for ensuring conformance with the Safety Codes Act and Regulations. The successful applicant must demonstrate a professional, customer service based approach, be able to work independently in a team environment, and have excellent organizational skills.

DUTIES/RESPONSIBILITIES (but not limited to):

- Review and examine plans, specifications and associated technical documents for compliance with the Safety Codes Act, the Alberta Building Code, Occupational Health and Safety Standards, Permit Regulation and Master Fees and Charges Bylaw.
- Conduct field inspections and prepare inspection reports of residential and commercial buildings to ensure compliance with regulation.
- Issue 'Orders' of compliance that involve achievement or enforcing the legislated Safety Codes Act, all related codes, bylaws and regulations.
- Interpret and enforce regulations impartially and tactfully.
- Investigate unsafe conditions and complaints.
- Liaise with contractors, homeowners and Municipal staff regarding permit status, infractions/deficiencies and interpretations.
- Effectively communicate safety code requirements and expectations to ensure client's understanding.
- Prepare and interpret detailed inspection/technical reports on all site inspections and informational documents as requested.

QUALIFICATIONS:

- Certification as Safety Codes Officer as required under the Safety Codes Act. Prerequisite recognized Trade certificate, Architect or Engineer.
- Certification in Electrical Group "A" (Installations) by the Alberta Safety Codes Council. Certification in Electrical Group "B" (Utility) is an asset.
- Willingness to obtain Certification in the Building Discipline – Residential and eventually to Part 9 certification.
- Recognized Construction Safety Courses.
- Registered as a Safety Codes Officer in the Province of Alberta.
- Minimum five (5) years as an Electrical Safety Codes Officer. Municipal experience is preferred.
- Ability to prioritize routine and project work during busy periods while considering working as part of a team.
- Ability to understand and execute oral and written instructions of an advanced nature, express information effectively, orally and in writing.
- Familiar with using all features of Microsoft Office products.
- Valid Class 5 Alberta Motor Vehicle Operator's License.

HOURS OF WORK: Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday.

SALARY & BENEFITS: The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below or in person by May 13, 2022 at 4:30 p.m. If applying by e-mail, please ensure job position is included in subject line. ***We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.***

CONTACT:

City of Camrose - Attention: Manager of Engineering Service
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