



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. The role is responsible for Safety Codes Officers (SCOs) or Planning Safety Codes Customer Advisors (PSCCAs) with extensive knowledge of the codes and standards that establish safety requirements within and around buildings. The Leader 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. The position will ensure adherence and training of corporate policies and procedures and employee performance management. The incumbent 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:

- Deputized owner responsible for attendance management and purchasing of equipment for Sr. Safety Codes Officers (SSCOs) and Safety Codes Officers (SCOs) or Planning Safety Codes Customer Advisors (PSCCAs).
- Provide strategic leadership to the Building Safety Approvals section, ensure that service outcomes meet the requirements of The City of Calgary's QMP, and Business/Service Plans.
- Formally direct staff, meet service goals, review service metrics, promote change innovation, disseminate corporate values to staff and customers through communication and action.
- Address inquiries from SCOs and PSCCAs regarding complex applications, escalations, investigations and in 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 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 service outcome issues to 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 met in accordance with OH&S and Environment & Safety Management.
- Engage with Industry partners at various committees and councils; act as a media relations representative for engagement 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 to legislation governing safe infrastructure and responsible construction practices.
- Review and evaluate contravention of the SCA for potential charges and/or stop orders.
- Support the Control Officer with drafting Safety Codes and MGA Orders and Safety Codes Act Charges.

Qualifications

- A completed 2 year Technical Diploma related to the construction or planning industry with at least 10 years related leadership experience that includes supervisory experience in commercial and residential construction. OR;
- A degree related to the construction or planning industry with at least 8 years related leadership experience that include experience in a supervisory capacity in commercial and residential construction. OR;
- Safety Codes Officer certificates (Building Part 3, Building HVAC All and Building Medical Gas) issued by the Safety Codes Council with at least 10 years of experience in a leadership role that include experience in a supervisory capacity in commercial and residential construction.
- 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
- Ability to obtain a City of Calgary driver's permit is required.

Pre-employment Requirements

Union: Exempt
Position Type: 1 Permanent
Compensation: Level F \$91,425 - 140,027 per annum
Hours of work: Standard 35 hour work week
Audience: Internal/External

Business Unit: Calgary Building 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: **15 Business Days**
Job ID #: 308142

Apply online at www.calgary.ca/careers



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