External Employment Posting

Mountain View COUNTY

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB T0M 0W0
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754
www.mountainviewcounty.com

MVC11 - 2026 – *Noon Friday November 27, 2026* – or until suitable candidate is chosen
Safety Codes Officer, Building & Fire – Planning and Development Services

Full-Time 35-hour work week Monday through Friday 8:00 am to 4:00 pm – 1 hour unpaid lunch break

2026 salary range of $98,270 to $117,341 per annum (dependent on experience and qualifications)

The Position:
The Safety Codes Officer (building and fire) is responsible for the overall coordination of new and existing residential, commercial, and industrial buildings and structures in all stages of construction, alteration, repair and completion to ensure compliance with the standards of the Alberta Building and Fire Code requirements. This position is responsible for the implementation of the Quality Management Plan (QMP) related to both building and fire disciplines. The QMP relates to building inspection and plan review to ensure compliance with the Alberta Fire and Building Codes to help protect the health and safety of our rural community.

Key Areas of Responsibility:
- Examine building plan specifications and evaluate technical reports to ensure compliance with the Alberta Building and Fire Codes, including related regulations and issue required permits.
- Inspect buildings as required through the County's QMP during the course of construction, alteration and repair to determine conformity with the approved plans, requirements of codes and related regulations.
- Assists in the preparation of updates and administration of the Quality Management Plan.
- Prepare reports and code deficiency checklists and advise/assist architects, engineers, contractors, and/or building owners regarding infractions. Ensure such infractions are corrected prior to signing building and other related permits.
- Approve building plans and permits as to ensure conformance with building code regulations.
- Monitor and keep current activities and changes to legislation under the Alberta Safety Codes Act and all other applicable codes include the Alberta Building and Fire Codes, standards and regulations.

The Candidate:
- Completion of Grade 12 or GED equivalent with a minimum Safety Codes Officer Group A Level 2 Certification and a minimum of three (3) to five (5) years of related experience (preferably in a municipal setting);
- Considerable knowledge of the standard methods, techniques, materials, tools and equipment employed in the building construction trades;
- Working knowledge of the Alberta Building Code, Uniform Building Standards Act, Municipal QMP, Municipal Bylaws, and related regulations;
- Ability to enforce regulations impartially and tactfully;
- Ability to understand and execute oral and written instructions, and to interpret building construction plans and specifications;
- Ability to write technical evaluation reports on building plans or inspections as to compliance or equivalencies of code and other regulations;
- Ability to work independently with minimal supervision including the ability to work outside at times with varied weather conditions;
- Certification as an Alberta SCC Fire SCO with a minimum Group A Certification, Group B Level 1 or 2 and Group C & D would be an asset;
- National Fire Protection Association 1031 Certification, working towards a Group A fire SCO will be considered;
- Previous experience as a fire inspector in Alberta or similar field will be an asset;
- Demonstrated ability to communicate effectively using courtesy, tact and discretion in dealing with

requests, complaints and clarification of information. Combined with strong interpersonal, verbal and written, communication skills. With the ability to work with the public and staff at all levels with the County with minimal supervision in a multiple task environment;

- High degree of competency in using computers in the technical areas of word processing, spreadsheets, databases, planning software (City View) and presentation software (MS Suite preferred); and
- Valid Alberta Operator's License (no more than six (6) demerits);
- Clean Criminal Records check;

Submissions will be received until **Noon Friday November 27, 2026.** All applications are to be marked "*confidential*" and will be received in confidence. Submit resumes, Attention Human Resources, in one of the following ways:

- Email to hr@mvcounty.com
- Fax to 403.335.9207
- Mail to Mountain View County – Postal Bag 100, Didsbury, AB T0M 0W0

Note: For a detailed Position Description please contact Human Resources directly at 403.335.3311 ext 153 or email your request to hr@mvcounty.com

We appreciate the interest of all candidates; however, only those considered for an interview will be contacted.