



EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Safety Codes Administrator **Full Time Permanent**

Under the general direction of the Manager, Planning & Development, the Safety Codes Administrator is responsible for administering all aspects of the County's Safety Codes responsibilities as well as maintaining knowledge of health and safety regulations.

This position requires accuracy in analysis and details with an emphasis on independent work habits and self-motivated initiative to learn and excel in all aspects of the planning and development process. Proven written and verbal communications skills, superior analytical and organizational skills, and the ability to work as a team member along with a high level of professionalism in public relations is required.

The incumbent must be flexible with deadlines and changing priorities, while remaining focused on all projects assigned.

Responsibilities:

- Reviews building permit and private sewage applications for completeness and forwards to the County's Safety Codes Contractor for review and issuing;
- Works with Contract Safety Codes Officers to ensure the County's Quality Management Program (QMP) requirements are being met.
- Prepares all Safety Codes correspondence;
- Receives Safety Codes applications, related fees, and ensures completeness of applications.
- Processes applications – data entry, permit tracking, drafts correspondence, distribution and mailing of permits.
- Responds to inquiries and provides assistance with the application process, services rendered and fee structure.
- Processes payment receipts.
- Liaise with contracted inspection agency/Safety Codes Officers throughout permitting process.
- Tracks safety codes permit processes to ensure compliance and initiates enforcement as required as per County procedures.
- Keeps the Sr. Manager, Planning & Development informed of any issues regarding the performance of the Contract Safety Codes provider.
- Reviews and processes monthly invoice from safety codes contractor ensuring all submitted permits are closed according to the QMP standards and invoicing is accurate.
- Complete annual internal/external audit process for Safety Codes Council and maintain file system to ensure safety codes accreditation is preserved.
- Prepares monthly and annual reports for the Manager, Planning & Development and Council;
- Provides month end reporting to various departments, when required.
- Provides support to other Planning staff, as required.
- Assists County personnel with Building Permit status and compliance follow up.
- Other duties as assigned.

Qualifications:

- Completion of Grade 12, supplemented by post-secondary administrative assistant training with related introductory courses in safety codes/inspections, land use planning or development control.
- Previous municipal/government experience would be an asset.
- Must have/obtain accreditation with the Safety Codes Council to issue electrical, plumbing and gas permits.
- Working knowledge of the Safety Codes Act, part 17 of the Municipal Government Act and the County's Land Use Bylaw.
- Knowledge of safety Codes permit/inspection processes and a general understanding of construction practices/terminology.
- Possess familiarity and knowledge in Geographical Information Systems (GIS).
- Must have familiarity with the Alberta Land Titles System (Spin II) and requirements.
- Ability to interpret, implement and adhere to organizational policies and procedures.
- Proficient in reading municipal maps manually and electronically.
- Must be proficient with Microsoft Office, MuniSite, eSite and GIS mapping programs.
- Ability to utilize inquiries and payment modules within Bellamy financial software.
- Possess a high level of integrity and confidentiality.
- Ability to process a high volume of information accurately within rigid deadlines.
- Self-starter with the ability to work independently and in a team environment.
- Ability to function in a high stress environment, under substantial time pressures.
- Strong time management, planning and organization skills with attention to detail, and follow through.

Working Conditions:

- Extensive use of computers and telephones.
- Long periods of sitting, good lighting, temperature and noise control.
- Moderate-high levels of considerable mental concentration.
- May be required to work outside of normal working hours.
- May be exposed to challenging clients.

Physical Requirements:

- Varying levels of physical effort, including moderate lifting (up to 10 kg), sitting, walking, standing, pushing and pulling, reaching, driving and carrying.
- Repeated motion of office tasks. Spend long hours sitting and using office equipment and computers, which can cause muscle or eye strain.

Salary range is \$52,871.00 to \$68,413.80 annually.

- Salary will be commensurate with experience and qualifications.
- Lac La Biche County offers a comprehensive and competitive benefits package and pension plan.
- Competition Number: 33-SCA-17
- Closing Date: Open until suitable candidate is found

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679

Lac La Biche, AB T0A 2C0
Email: hr@laclabichedcounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.