

The opportunity

Leduc County is looking for an experienced and highly motivated Fire Inspector to join our team. Reporting to the Fire Marshal, this exciting opportunity administers and enforces the *Safety Codes Act* applicable to the fire discipline, relevant policies, procedures and legislation. Through managing priorities, the fire inspector is a key contributor to the achievement of the department's operational deliverables.

About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

What you will do

- Performs building inspections for compliance with the *Safety Codes Act* and Regulations, the National Fire Code Regulation, the Leduc County Quality Management Plan (QMP), policies and procedures, and any other relevant legislation.
 - Conducts site inspections and re-inspections, documenting code infractions, deficiencies, non-permitted work, and unsafe conditions.
 - Identifies corrective actions required to achieve code compliance, issues and follows-up on orders to comply.
 - Reviews alternative solution proposals and issues variances.
 - Reviews and accepts submitted signed verification of compliance (VOC).
 - Investigates complaints, unsafe conditions, and accidents.
 - Issues verbal and written directives as needed.
 - Inspects new and existing above and underground storage tanks (Flammable and Combustible liquids), piping and dispensing installations and removals.
- Delivers appropriate fire prevention plans and processes, ensuring compliance with relevant legislation.
- Assists the fire marshal in the review of plans outlined below and monitors compliance, as required:
 - New construction applications.
 - Building renovations.
 - Fire safety plans.

- Storage tanks systems registration, installation, alteration, and removal (for flammable, combustible liquids).
- Provides internal and external clients with fire codes information and assistance.
- Maintains accurate records of plans, permits, correspondence, inspections, and reports.
- Assists the fire marshal when required, performing duties as a County fire guardian including online burn permits administration.
- Carries out special assignments and assists other department operations as required.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- Accountable for working in compliance with the Alberta Occupational Health and Safety Act, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required.

What you need to succeed

Must-have

- Five years of experience in the fire service and two years of experience as a fire prevention officer.
- Certified as a safety codes officer in the fire discipline, Group B (level 2) and Group E (Tanks).
- Must maintain Safety Codes Officer status with the Safety Codes Council and must receive and maintain a designation of powers for Leduc County and the municipalities we serve.
- A service focus with strong interpersonal, problem solving and conflict resolution skills.
- The ability to conduct and document inspections and prepare clear, concise reports.
- Proficiency with Microsoft Office suite of tools and familiarity with permitting software.
- A valid Alberta Class 5 driver's license, a vulnerable sector clearance, criminal record check satisfactory to Leduc County and the ability to obtain security clearance at the Edmonton International Airport are all required.

Nice to have

- Familiarity with municipal governance, operations, and knowledge of rural communities.

What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$81,631.00 and \$102,039.00, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

How to apply

Applications must be submitted via our website leduc-county.com to be considered.

We thank all applicants however only those selected for an interview will be contacted.