

8JOB TITLE: FIRE INSPECTOR

REPORTS TO: Fire Marshal

PURPOSE: The FIRE INSPECTOR 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.

DUTIES AND RESPONSIBILITIES:

1. 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.
2. Delivers appropriate fire prevention plans and processes, ensuring compliance with relevant legislation.
3. 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).
4. Provides internal and external clients with fire codes information and assistance.
5. Maintains accurate records of plans, permits, correspondence, inspections, and reports.
6. Assists the fire marshal when required, performing duties as a County fire guardian including online burn permits administration.
7. Carries out special assignments and assists other department operations as required.

8. Adheres to guidelines as set out in Leduc County's policies and administrative directives.
9. 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.
10. Performs related duties as required.

QUALIFICATIONS, ABILITIES AND SKILLS:

Five years of experience in the fire service and two years of experience as a fire prevention officer is required. Certified as a safety codes officer in the fire discipline, Group B (level 2) and Group E (Tanks) is required. 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 are required to gain compliance through engagement, education and enforcement of legislation.

The ability to conduct and document inspections and prepare clear, concise reports is required. Proficiency with Microsoft Office suite of tools and familiarity with permitting software is required. A valid Alberta Class 5 driver's license is required, a vulnerable sector clearance, criminal record check satisfactory to Leduc County and the ability to obtain security clearance at the Edmonton International Airport is required. The ability to maintain the highest level of confidentiality is essential.

Familiarity with municipal governance, operations, and knowledge of rural communities is an asset. A combination of education and experience may be considered.

WORKING CONDITIONS:

The work setting is out in the field conducting inspections and is subject to a variety of environmental conditions, with some time spent in an office environment.

PHYSICAL REQUIREMENTS:

This role requires moderate physical effort in the field, such as moving, standing, lifting, or pulling heavy awkward objects on an occasional basis.

DIRECT REPORTS:

N/A

APPROVAL:

Date	Title	Name	Signature
Jan. 24, 2025	County Manager	Duane Coleman	