

CODES AND STANDARDS OFFICER

GENERAL INTENT

Codes and Standards Officer positions represent the Office of the Fire Commissioner in the interpretation, administration and enforcement of codes and standards pertaining to *The Manitoba Building and Mobile Homes Act*, *The Fires Prevention and Emergency Response Act* and other applicable legislation/regulations. Positions in this classification provide consultation, plans examination, inspection and audit services to design professionals, contractors, municipal officials, fire officials and the general public regarding construction of and fire safety issues within new and existing buildings. Ensures stakeholders comply with codes and standards through both issuance and enforcement of permit applications.

FACTORS

Skills/Expertise

- Experience working with applicable Manitoba codes and standards
- Ability to identify life safety hazards and improper construction through code application and inspections
- Excellent communication and presentation skills
- Ability to work effectively in an autonomous environment
- Thorough knowledge of the legislation pertaining to codes and standards for Building, Plumbing and Fire Safety
- Thorough knowledge of the Office of the Fire Commissioner policies and procedures
- Ability to work within an Incident Management System, when responding to provincial or local emergencies on behalf of the Office of the Fire Commissioner
- Certification in a trade discipline or post secondary education in the construction and/or design profession.

Guidelines:

Applicable legislation and internal policies/procedures as well as Agency programs and objectives.

Variety:

Consultative role with a variety of stakeholders such as architects, engineers, contractors, municipal officials, etc. pertaining to scope of the project, applicable

codes to be used, and for the purpose of issuing a permit; conducts investigations/audits on compliance issues and prepares reports; administrative functions including filing, archiving, record keeping, and administering Municipal Building By-Laws; processing and issuing permits; and provides interpretation/education to stakeholders, including the general public regarding Building, Plumbing and Fire Codes.

Independence of Action/Decision Making

Work is performed independently. Must make effective decisions and judgments within the guidelines of legislation, regulations, and policies related to the Codes and Standards area. Organizes own workload and establishes priorities. Matters where the consequences of a decision could affect the reputation of the Office of the Fire Commissioner are referred to management.

Contacts

Architects, engineers, designers, building owners and developers, contractors, municipal officials, the general public, vendors, manufacturers, industry, provincial and federal government departments and Office of the Fire Commissioner staff.

Scope

Work impacts the public in terms of their health and safety. Influence on building owners, developers and other stakeholders regarding promoting compliance with and interpretation of Codes and Standards. Liaises with various training providers and other community partners regarding provision of information and problem resolution.