

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Fire Technical Advisor	Name
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Position Number	Reports to Position No., Class & Level SSC7 – Fire Administrator	Division, Branch/Unit Technical and Corporate Services Community & Tech Support	Ministry Municipal Affairs
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Present Class Stds Safety and Compliance 6 (048STA)	Requested Class N/A
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Dept ID	Program Code	Project Code (if applicable)
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PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

The position assists in the development, interpretation and application of the Alberta Fire Code and related fire standards including the Alberta Building Code. Technical Advisors assist the Provincial Fire Administrator (PFA) and senior management to administer fire protection systems legislation including the development of appropriate codes and standards to mitigate the risk to persons and property in the built environment. The position will directly support and provide backup to the PFA respecting membership and participation on provincial/territorial/national committees and organizations for the development of national codes & standards.

Duties include

- Assist in the development of provincial codes and standards pertaining to fire safety and fire safety in buildings;
- Assist the PFA and Fire Sub Council respecting fire protection standards and systems;
- Assist the PFA and senior management in representing the department's policy and initiatives respecting fire protection systems and in accordance with the department's direction assist the Fire Sub Council on projects, issues and initiatives;
- Supports the projects of Community and Technical Support across all systems regulated under the Safety Codes Act; and
- Assist the PFA and senior management in coordinating stakeholder groups to support desired outcomes for public safety.

The position reports directly to the PFA.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

Act as Alternate PFA with all powers and duties in the absence of the PFA;

Assist the PFA in the exercise of statutory duties including:

- Orders, variances, interpretations, investigations, inspections and quality management systems; and
- Review of orders.

Codes & Standards:

- Assist the PFA and senior management in the technical development of fire codes & standards;
- Support and lead projects within the Community and Technical Support Branch at the direction of senior management; and
- Identify issues and priorities to PFA and senior management respecting fire protection systems and codes & standards.

Safety Codes Council:

- Assist the PFA and senior management with technical, code and safety system advice and recommendations to the Fire Sub Council, Building Sub Council & Barrier Free Policy Council;
- Provide technical and code support to the Fire Sub Council appeal panel; and
- Assist PFA and senior management in representing department policy and direction to the Fire Sub Council.

Stakeholders:

- Represent the department on issues and matters concerning fire protection systems, its regulations and their

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application to municipalities, elected officials, industry and the public;

- Represent the department on international, national and provincial code committees;
- Provide fire code and technical guidance to stakeholders with an emphasis on subject matter with a provincial scope of application;
- Presentations to stakeholders related to fire protection systems and the Alberta Building Code; and assist safety codes officers on the appropriate interpretation and application of the Alberta Fire Code.

Government of Alberta:

- Support the PFA and represent the department at legal proceedings and fatality inquiries respecting fire protection systems regulations;
- Provide support and advice to other ministries respecting fire protection systems and codes as required;
- Provide support and advice to senior management respecting fire protection systems and codes; Participate in the review and development of national and international codes, standards and provincial regulations that are used in Alberta;
- Assist and lead fire technical advisor(s) and Safety Services officials on the appropriate interpretation and application of the Alberta Fire Code;
- Participate in meetings with public and stakeholders for the development of code guides, STANDATA and safety bulletins concerning the Alberta Fire Code and fire discipline;
- Draft action requests for the Minister, Deputy Minister and Assistant Deputy Minister as required; and Act as Duty Officer in support of the CIC.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

This position requires expertise related to the Alberta Fire Code and knowledge of the Alberta Building Code including the relationship between the building and fire codes. At the expert level, the position is expected to participate in the development of provincial, national and international codes and standards, provide technical advice and support to the Fire Sub Council, accredited organizations, industry, delegated administrative organizations, all Alberta municipalities and the general public.

There is a requirement for human relation skills and networking to influence behavior through the promotion of safe and effective practices in the fire code discipline.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

Professional/Content Knowledge

The position requires considerable depth of knowledge in the fire code discipline. Strong technical background in fire codes and standards and trade certification/training/experience is required. Certification as a safety codes officer may act as an equivalent. A related education in any one or more of the following:

- Relevant experience in fire protection/prevention or building inspections/discipline; or
- Engineering Technician/Technologist certification; or
- Engineer; or
- Safety Codes Officer in the fire or building discipline

A minimum of ten years current experience in the application and interpretation of fire and/or building codes and standards is also recommended.

Complexity & Diversity

As a provincial fire code advisor, the position will assist in the implementation and coordination of the review of codes and standards involving fire protection systems, fire safety plans, interpretation of codes and standards and advice on compliance of specific projects.

Individuals in this position must have excellent knowledge of the Alberta Fire Code and/or Alberta Building Code.

Some travel is required to assist clients in municipalities, Corporations and other Government departments; often on short notice and on occasion an emergency basis. A valid Driver's License and access to a reliable vehicle is necessary.

Human Relations Skills

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Requires the ability to influence thinking and behaviour through consultation with industry, labour and government.

Communication Skills

Strong writing, reading and computer application skills are necessary to this position.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

Fire Sub Council

- technical advice, code interpretations/development and assistance to sub-committees of the FSC.

Municipalities

- technical advice and code interpretations as requested.

Regulatory Organizations

- technical advice, code interpretations/development and participation in codes/standards committees.

Certification Organizations

- technical advice related to fire protection systems, materials and installations and code interpretations. Work with the organizations on product issues and complaints.

Fire Services Organizations

- technical advice, code interpretations and partnership support.

Educational Institutions, Professionals, Owners, Designers, Manufacturers, Vendors, Contractors, Accredited Agencies and Corporations

- technical advice and code interpretations.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

This position has no supervisory role.

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide **Page 16**)

Incumbent

_____	_____	_____
Name	Signature	Date

Manager

_____	_____	_____
Name	Signature	Date

Division Director/ADM

_____	_____	_____
Name	Signature	Date