

## Update

Ministry

**Municipal Affairs**

### Describe: Basic Job Details

#### Position

Position ID

**50009954**

Position Name (200 character maximum)

**Director, Construction Codes & Fire Commissioner**

Current Class

**Senior Manager (Zone 2)**

Job Focus

Supervisory Level

**Operations/Program****01 - Yes Supervisory**

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

**CA17****602312**

#### Employee

Employee Name (or Vacant)

**Vacant**

#### Organizational Structure

Division, Branch/Unit

**TCS, Community and Technical Support Branch** Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

**Executive Manager 1**

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

**2025-12-12**

Responsibilities Added:

**Responsibility for Accreditation and Certification program**

Responsibilities Removed:

**None**

## Job Purpose and Organizational Context

### Why the job exists:

The Community and Technical Support Branch leads the development of provincial safety codes and standards, regulations, and policies, under the *Safety Codes Act* which exists to create a system that provides a safe physical environment for Albertans where they live and work. The Act establishes the responsibility of the Minister to coordinate and encourage the safe management of everything to which the Act applies. The Act establishes requirements in areas including, barrier free design, building, fire, boilers and pressure equipment, elevators, amusement rides, passenger ropeways, electrical, plumbing, gas and private sewage treatment. As a result of the effective development and application of codes and standards in these areas, Albertans can go about their daily activities without concern about the safety of structures around them.

The Branch provides guidance and advice to stakeholders and the public on safety code interpretations, provincial safety code interpretations and variances and supports safety code systems partners to carry out their responsibilities by overseeing the Safety Codes Council, the Alberta Boilers Safety Association, and the Alberta Elevating Devices and Amusement Rides Safety Association.

The Branch also has the Office of the Fire Commissioner, which is a liaison role to fire services in Alberta. Delivering programs and services to support Alberta's fire service including testing and internationally recognized certification for Alberta fire service members, administration of the Alberta Emergency Services Medal and Fire Services Exemplary Service Medal programs, the Fire Service Training Program Grant which provides funding to support the enhancement of regional fire services and collection and analysis of provincial fire data reporting.

Reporting to the Executive Director, the Director is accountable for the development of codes, standards and legislation adopted in Alberta in order to provide Albertans with a safe, healthy and accessible built environment in which to live, work and play. The scope of work spans the building, fire and barrier-free safety disciplines. The Director leads the development and recommendation of related policy for consideration by the Minister.

The Director provides leadership and direction to their team and ensures Alberta's perspectives on national code development initiatives and delivers policy positions to stakeholders and other ministries or national/provincial/territorial jurisdictions. Advice and policy or legislation interpretation is provided to the Sub-Councils of the Safety Codes Council on relevant department policy. The position works collaboratively with other units in the branch, and across the division to facilitate information sharing and effective resource utilization to reach business goals.

The Director is Registrar of the provincial firefighter certification program, which administers exams through fire departments and schools and issues internationally recognized, industry standard professional certification to candidates living and working in Alberta. Approximately 5,000 exams are administered every year, and the program maintains records for more than 16,000 students. Clients include municipal fire departments, industrial fire departments, and schools. The Director leads strategic engagement with fire services stakeholders and Chairs the Provincial Fire Liaison Committee which is a strategic provincial platform to discuss and prioritize common issues, develop and share information, create sub-working groups to tackle complex or emerging issues, build capacity, allow for municipalities to support each other, and address recruitment and retention challenges. The Director directs the collection and analysis of provincial fire data reporting, and the administration of the Alberta Emergency Services Medal program, the Fire Services Exemplary Service Medal program and the Fire Services Training Grant program.

The Director provides leadership and direction to achieve results in an effective and productive manner and in collaboration with internal and external stakeholders. Recommendations and advice are provided to inform decision-making by executive leaders and government officials. As a member of the Branch leadership team, the Director provides consolidated inputs to shape branch plans and priorities. The Director works collaboratively with leaders across the branch, department, other departments, and with leaders in stakeholder organizations to advance the goals and priorities of the branch and ministry.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

**Lead the development of provincial policy and legislation regarding Alberta's safety codes to achieve government and department goals and increase safety to Albertans across multiple disciplines.**

- Direct the technical and policy research and analysis for each of the disciplines to develop policy recommendations;
- Oversee ongoing and specific stakeholder consultations regarding code policy and legislation;
- Coordinate development, review, and publication processes leading to new editions of codes and standards;
- Participate in the legislative process (e.g., draft legislation content) to enact specific new code or code changes;
- Provide expert advice and recommendations to ministry leaders to inform decision-making;
- Represent the ministry policy positions at national forums to participate in and influence the development of federal codes.

**Lead strategies to facilitate the adoption of new or revised editions of Alberta safety codes that have been subjected to stakeholder review in conjunction with the Safety Codes Council.**

- Lead the development and distribution of communication and supports (e.g., technical and information bulletins, electronic communications) to stakeholders and the public so they are informed, knowledgeable and support the objectives and intents of Alberta's safety codes;
- Liaise with stakeholders on an ongoing basis to identify how to best support their adoption of new or revised code;
- Interpret policy and code to facilitate understanding of intended purpose and scope of code;
- Plan, develop and deliver presentations in a variety of media for different audiences;
- Represent ministry policy positions at the Sub-Councils of the Safety Codes Council.

**Lead strategies to enhance supports provided to Alberta's fire service.**

- Lead strategic stakeholder engagement including Chairing the Provincial Fire Liaison Committee.
- Ensure accreditation and certification program is aligned with stakeholder needs and requirements to maintain international certification are adhered to.
- Manage recognition and grants programs ensuring ongoing engagement to support continuous program enhancements.

**Contribute to the Community and Technical Support branch's strategic and operational objectives.**

- Contribute to and implement Operational Plans and provide progress reports to the Executive Director;
- Provide input to legislative, regulatory and policy initiatives;
- Collaborate on cross-ministry initiatives to represent ministry and division perspectives;
- Manage the input for Action Requests and briefing documents;
- Provide updates, advice and recommendations to the Executive Director to facilitate branch operations.

**Direct the operations of the Building, Fire, Barrier-Free and Fire Services teams to achieve their operational goals and business priorities.**

- Provide leadership and direction in the development and implementation of operational policies and processes to govern work of the team;
- Maintain appropriate financial and performance accountability systems;
- Manage Team staff through performance management and coaching, providing meaningful feedback and timely recognition on results achieved and on improving performance;
- Shift workflows and resources as needed to respond to changing priorities and requirements and to achieve business goals.
- Lead the resolution of more complex issues impacting individual or team performance
- Support growth, learning and development of their staff, including opportunities to develop skills and competencies
- Plan and implement succession strategies to ensure future success.

## Problem Solving

Typical problems solved:

The Director must be able to identify and articulate unique provincial geographic, demographic and fiscal circumstances that result in the development and adoption of multiple Alberta-specific safety codes that are aligned to federal codes. This requires consultation and networking with multiple stakeholders, and leading technical research and evaluation of options. At times, opinions and perspectives can vary greatly. The challenge is to work with stakeholders with competing interests to develop and implement public policy. Direct precedent is not often available.

Complexity is increased by the interrelationships within the safety system in Alberta, which includes legislation, the Safety Codes Council, municipalities, DAOs, industry stakeholder groups, national bodies and organizations. The need for review or development of code can originate from the grass roots or from the Minister or other ministries. The perspective of one municipality may be different from another. Adherence to policy and legislation development processes and timelines are also required. Complexity is also increased by the interaction of the various pieces of legislation that apply, including both the *Safety Codes Act* and the *Government Organization Act* and all the related agreements and policies - these are all factors that must be considered when determining a way forward.

The Director must also be able to identify the operational realities and needs of Alberta's fire services and develop options to address. Achieving this requires extensive consultation and networking with a broad range of stakeholders --including municipal fire departments, fire service associations, and other emergency response partners --while leading technical research and evaluating policy options. At times, opinions and perspectives can vary greatly.

Resolution of issues the Director will encounter will often occur via influence rather than by authority, however, those with authority (e.g., Minister) do seek the recommendations of the Director. Synthesis and analysis of multiple pieces of information, situational awareness, current agreements and legislation, and consultation with branch leaders, staff, partner or stakeholder all factor in to determine solutions and paths forward. The Director must ensure that any problem solving process and resolution complies with legislation and agreements, and promotes consistent and fair administration of safety codes across Alberta and supports Alberta's fire service.

This position operates within a highly complex, fast-paced, and politically sensitive environment, requiring the Director to balance diverse and often competing priorities. The role requires a sophisticated understanding of government systems, strategic foresight, and the ability to navigate ambiguity with confidence and clarity.

The Director is routinely tasked with interpreting and synthesizing a wide range of information including highly technical information - some of which may be incomplete, indirect or evolving. This requires advanced research and analytical capabilities to distill relevant insights and present them in a format that supports informed decision making by senior officials.

Types of guidance available for problem solving:

This position functions within the context of established statutes, policies, directives, and guidelines, with the Executive Director available to clarify broad goals and provide consultation. Within these parameters, this position is delegated significant authority to determine approaches to accountabilities and provide leadership to unit operations. The Director may consult with the other Branch, Division and Ministry management, other provincial ministries, other levels of government and stakeholders; however, there is significant scope for decision-making and influence. Therefore, a considerable level of strategic thinking is required, given the broad nature of issues, programs, and services relating to seniors and other stakeholders. Excellent professional judgment is required given the politically sensitive information and issues dealt with.

Some solutions may require the creation or reorganization of information, while others will require clarification of

existing requirements. The Director synthesizes and evaluates multiple inputs to produce innovative options, insights, and recommendations, and successfully communicate recommendations with ministry executive, staff, and stakeholders.

Executive leaders rely on the Director to demonstrate confidence in the validity, accuracy, and rigor of the evidence that supports advice and recommendations to build a path forward when problems arise.

Direct or indirect impacts of decisions:

The Director is expected to provide expertise and guidance on high-profile, emerging strategic policies assigned to the position. The actions taken and recommendations made by this position have considerable influence on ministry direction related to the Alberta's safety system and the Office of the Fire Commissioner.

The Director plays a leadership role on behalf of the province in the development of safety codes and standards at the provincial, national and international level. As such, the position has a direct impact on the creation and maintenance of safety codes and standards in building, fire, energy and accessibility safety disciplines that provide Albertans a safe, healthy and accessible built environment in which to live, work and play. The Director has a key impact on related policy and legislation to support the provincial safety system. The Director leads this team to develop and publish legally binding codes standards, province-wide variances and interpretations that can have a significant impact on Alberta's multi-billion construction and installation industry.

The Director in their role as Fire Commissioner, has a significant impact on Alberta's fire service. While local fire services are a municipal responsibility, the Director plays a key facilitation and engagement role to understand the challenges and opportunities of the fire service. The Director will work with other government ministries to develop options for government to consider with respect to new programs or program enhancements to address identified needs and challenges.

As a member of the Community and Technical Support Leadership Team, the Director is jointly responsible for fostering collaboration across the branch and division, achieving branch goals, and contributing to the achievement of Division, Ministry, and Government goals. The Director is accountable for the overall performance of the unit and its staff and for immediate operating results either by them-self or through the management of others. Problems and issues must be resolved very quickly or are delegated to others. The position is responsible for keeping the Executive Director apprised of major issues that may arise.

The Director will have substantial freedom, and at times a requirement, to develop innovative solutions to complex issues. The Director has extensive autonomy to act on the accountabilities of the position within the boundaries of existing legislation, department and government business plans and priorities. Authority is granted to make many large and small trade-offs to keep projects moving while maintaining the proper scope and integrity. Ongoing responsibilities and day-to-day position requirements are managed independently.

## Key Relationships

Major stakeholders and purpose of interactions:

Executive Director - Daily - Report on trends, and issues that could affect the Safety System in Alberta; participate in branch planning and reporting; provide recommendations for policy and legislation to move through executive channels

Assistant Deputy Minister - As needed - Report on issues and to provide advice

Directors of Mechanical Codes and Director, Policy and Strategic Initiatives - Daily to weekly - Active two-way communication regarding codes and technical issues affecting safety services administration; collaborate on branch initiatives

Provincial Fire Liaison Committee and Construction Codes Working Group - Consult regarding new and

emerging issues and needs.

Building, Fire, Barrier-free and Fire Services Units - Ongoing - Direct the operations of the unit

(HR, Finance, Legal Services) - As needed - Obtain legal advice and opinions on policy and legislation; work together to produce draft documents; ensure all matters related to financial and personnel management are dealt with correctly; ensure integrity and correct contract and financial processes

Peers in other ministries (e.g., Justice) - As needed - Provide advice and share information; collaborate on cross-ministry initiative

Safety Codes Council - Weekly or more as needed - Maintain strong working relationships and communication and partnership in development of safety codes across Alberta; collaborate on issues management; seek input into future service strategies

Industry stakeholders - As needed - Consult regarding development of codes and standards; Interpret legislation or policies; seek input into current and future service strategies; participate in resolving specific issues

Standards Council Canada; National Research Council of Canada, Canadian Council of Fire Commissioners and Fire Marshall's - As needed - Liaise regarding codes and standards; influence national and international standards and codes, fire service issues and trends

### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Business	Engineering	

If other, specify:

**Bachelors Degree in business, law, engineering, public policy or public administration preferred.**

Job-specific experience, technical competencies, certification and/or training:

#### **KNOWLEDGE/EXPERIENCE:**

- >Extensive knowledge of the development of public policy and legislation.
- >Application of the safety system and the codes and standards under the Safety Codes Act is preferred.
- >Experience with or knowledge of regulatory enforcement practices.
- >Thorough knowledge of the government of Alberta and ministry legislative and policy development and decision-making processes.
- >Extensive knowledge of how the safety codes system functions in Alberta - this includes the relationship between provincial and federal legislation, safety codes development processes and their impact on application, roles and responsibilities of all partners and stakeholders, the political sensitivities, and the different avenues by which safety codes are applied, is preferred.
- >Extensive knowledge of Alberta's fire service, is preferred.
- >Knowledge of governance models, methods of continual improvement, risk management concepts, coaching, leadership and business processes to enhance the quality of service provided by DAOs
- >Knowledge of the Government of Alberta and ministry human and financial resource management and contract policies, and processes
- >Leadership and supervisory experience
- >Sound knowledge and experience to oversee and integrate multiple ongoing projects at one time
- >Strong stakeholder consultation experience and knowledge of different approaches to use to gain stakeholder input
- >The ability to conduct, independently or through others, research and fact gathering in areas of innovative construction technology and atypical applications of existing technology often involving complex buildings or installations in support of local authorities having jurisdiction.
- >Strong written and oral skills that demonstrate the ability to communicate in an authoritative, clear and effective manner. This is required for managing the drafting new code requirements, technical reports and discussion papers for the Safety Codes Council and drafting correspondence for the Minister and senior department managers.
- >Well developed presentation skills with different audiences (e.g., groups of up to several hundred people; conduct

audio and on-camera media interviews on issues that can be sensitive or controversial).

## Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p><b>Involves a wide group of stakeholders when working on outcomes:</b></p> <ul style="list-style-type: none"> <li>• Involves stakeholders and shares resources</li> <li>• Positively resolves conflict through coaching and facilitated discussion</li> <li>• Uses enthusiasm to motivate and guide others</li> <li>• Acknowledges and works with diverse perspectives for achieving outcomes</li> </ul>	Success in this role will require the Director to build trust with and collaboration between partners and stakeholders to ensure implementation is reflective of all required perspectives, and that risks and mitigations are in place and are well understood by decision makers.
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p><b>Works to remove barriers to outcomes, sticking to principles:</b></p> <ul style="list-style-type: none"> <li>• Forecasts and proactively addresses project challenges</li> <li>• Removes barriers to collaboration and achievement of outcomes</li> <li>• Upholds principles and confronts problems directly</li> <li>• Considers complex factors and aligns solutions with broader organization mission</li> </ul>	Success in this role will require the Director set out clear plans, strategies to ensure research, best practices, stakeholder input and government direction are integrated into program implementation, typically with transformative, politically sensitive, and high profile initiatives.
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p><b>Works in open teams to share ideas and process issues:</b></p> <ul style="list-style-type: none"> <li>• Uses wide range of techniques to break down problems</li> <li>• Allows others to think creatively and voice ideas</li> <li>• Brings the right people together to solve issues</li> <li>• Identifies new solutions for the organization</li> </ul>	Success in this position will require the Director to regularly work in situations, which are unstructured and complex requiring analytical work in reaching strategies.
Systems Thinking	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p><b>Integrates broader context into planning:</b></p> <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <li>• Integrates issues,</li> </ul>	Success in this position will require directing the development of broad strategy and policy frameworks that meet ministry needs and are

		<p>political environment and risks when considering possible actions</p> <ul style="list-style-type: none"> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>	<p>informed by stakeholder interests; considers and plans for how current policies, processes and methods might be affected in the short-, medium-, and long-term by broader trends.</p>
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## Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Director, Technical Services Division M610-15

Director, Building and Fire Standards M420-19

## Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

ADM Name

Date yyyy-mm-dd

ADM Signature