

Plan Checker 2

Full Time - CUPE

Job Id# 2017-028

Department: Licences, Permits and Bylaws

Salary: \$32.52 – \$38.36 per hour

Closing: March 26, 2017

Come grow with us! Maple Ridge located in Metro Vancouver is a vibrant and rapidly growing City with outstanding recreation, arts and cultural amenities and some of the most affordable housing in the region. This combined with a dynamic community makes Maple Ridge a great place to work, play and live. Come join us and be part of the change.

Are you a team player with a “can do attitude”, excellent communication, interpersonal skills and exceptional customer service skills? We have the perfect opportunity for you.

The Building Department has an opportunity for a full time Plan Checker 2. This is technical and clerical work in reviewing plans and specifications accompanying applications for single and multi-family, commercial and industrial building permits to review adherence to Municipal by-law requirements. You will primarily be responsible in coordinating and processing of permit applications, and assisting in reviewing proposed projects.

A little bit about you:

- Have the ability to communicate effectively both orally and in writing and to use tact when dealing effectively with developers, contractors and other members of the public. You will be skilled in reading and interpreting building construction plans and drawings; as well as have knowledge of bylaws, regulations, codes, policies, procedures and standards.
- You will have graduated from an Institute of Technology in Building Technology, plus have related experience in the building construction industry or Municipal field, preferably level 2 certification of the Building Officials Association of BC; OR an equivalent combination of training and experience. Completion of BOABC level 3 would be an asset.

Your key responsibilities are:

- Examines plans, drawings and specifications accompanying applications for single and multi-family, commercial, institutional or industrial building permits to determine

compliance with the requirements of the British Columbia Building Code and City regulations and by-laws.

- Coordinates the processing of building permit applications through relevant Municipal departments; ensures that all necessary approvals, recommendations, etc. are obtained, and issues building permits for approved applications.
- Discusses proposed projects with architects, contractors, engineers and other interested parties; clarifies problem areas, interprets and explains building and by-law requirements, makes suggestions and discusses possibilities for revising plans to conform to requirements.
- Answers inquiries and provides information regarding Municipal requirements and application procedures to contractors, architects, engineers and other internal and external contacts.
- Prepares reports, correspondence and draft covenants, maintains various records, files and maps manually or using a computer terminal, and performs clerical tasks related to the work.
- May assist a Plan Checker I as required.

All required licenses, certificates and registrations associated with this competition must also be valid and current at the time the postings close and must be attached with your application. Please have these documents ready to upload when you apply.

The City offers a competitive compensation package that includes a strong wellness program and the opportunity for career and professional development.

If you want to help shape a growing community in a municipality that strives for service excellence, then this is the position for you.

We thank all applicants for their interest, however, only those under consideration will be contacted.