

Senior Plan Reviewer

DEPARTMENT:	Development Services	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours/week, Monday to Friday*	SALARY:	\$75,551 to \$89,248 annually

We are seeking a Senior Plan Reviewer to supervise technical work in directing the day to day plan review function of Building Services. You will plan, assign, review, coordinate and supervise the work of junior staff on matters related to the plan review function. Duties will include coordinating the activities of the plan review function with other departmental activities; developing and implementing procedures to ensure the timely and efficient processing of plans; coordinating with other civic departments to obtain required input and approvals prior to issuing building permits; performing technical plan reviews on the more complex building permit applications; non-conformance issues with external and internal staff; interpreting and explaining regulations and bylaws; reviewing applications for rezoning, development permits and subdivisions; participating in the review and evaluation for alternative solution proposals and appeals to the BC Appeal Board; organizing pre-construction meetings for the issuance of permits and drafting reports and correspondence.

Requirements include:

- Graduation from a technical institute with a diploma in Building Technology or a related discipline; or an equivalent combination of training and experience.
- Certification as a BOABC Level 3, or equivalent.
- Advanced knowledge and expertise of the BC Building Code, building and zoning bylaws and departmental policies and procedures.
- Significant knowledge of building construction practices, methods and materials as well as the preparation and use of plans and specifications related to building construction and of structural design.
- Demonstrated ability to plan, assign, review, supervise and provide guidance and oversight to staff engaged in related work.
- Proven ability to ensure the timely processing of applications, to revise procedures to increase efficiency, to interpret and apply relevant codes, regulations, bylaws and other guidelines and to provide advice and guidance on the application.
- Proven ability in employing contemporary service excellence principles when liaising with internal and external contacts such as builders, developers and residents.
- Strong organizational skills and the ability to manage multiple tasks in a fast-paced environment.
- Considerable knowledge of the operation of software applications and programs related to the work.
- Demonstrated ability to prepare reports, correspondence and recommendations related to the work.
- Ability to exercise independent judgment and decision making skills.
- Valid BC Driver's License.

This position participates in a Compressed Work Week Program.

****City Hall hours of operation are Monday, 8am to 7pm, and Tuesday – Friday, 8am to 5pm.***

The successful candidate will be scheduled on Mondays from 10:30am to 7pm on a rotational basis.

To apply, please send your resume quoting **competition #17-36, by April 3rd, 2017** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster BC V3L 1H9, Fax:(604)527-4619 or e-mail to hr@newwestcity.ca

We thank all applicants in advance; however, only those selected for an interview will be contacted.

The City of New Westminster is committed to employment equity.

We welcome diversity and encourage applications from all qualified individuals.