

Plans Reviewer 1 (Residential)
Regular Full-Time

Contribute to making the District of North Vancouver a great place to live, work and play for generations to come. Stretching from Deep Cove in the east to the Capilano River Canyon in the west, the District of North Vancouver is characterized by innovative municipal government that maintains and enhances the quality of life for its residents and businesses. Fuelled by the District's award-winning Official Community Plan to build vibrant and sustainable communities for people of all ages and backgrounds, we are looking to fill this regular, full-time position. A flexible, family-friendly employer with an inclusive work place culture, the District offers exciting career options, professional development opportunities and a competitive salary and benefits package. Work for an employer of choice, help build this North Shore community, and leave a lasting legacy.

We have an exciting opportunity for a dynamic, customer focused individual to join our Permits, Licenses and Customer Service team. In these regular full-time role you will:

- Review plans, drawings and specifications accompanying applications for single-family residential dwellings and ancillary structures to ensure they conform with the various bylaws, regulations and business codes;
- Identify the need for additional submissions and approvals such as specialist reports, restrictive covenants and environmental permits, and coordinate the receipt and review of the plans by other municipal departments;
- Check specialist reports and covenants concerned with geo-technical, flood, debris flow and other hazards for completeness and compliance with the terms of reference and standard language requirements. Also check for factual accuracy with regard to addresses, lot numbers and similar data; and calculate stress and loading factors on beams, footings and other structural components to ensure within allowable limits;
- Discuss projects with owners, contractors, architects and other internal/external contracts and clarify any problem areas that need to be addressed;
- Interpret and explain building code, regulations and the various bylaw requirements which includes referencing Zoning Bylaw as well as Environmental and Development Services;
- Provide advice and make recommendations regarding required changes or corrections to permit applications and refer the more complex and contentious issues to your supervisor, and issue building permits after necessary requirements have been met;
- Calculate construction cost estimates to determine permit fees;
- Prepare drawings, reports and related correspondence and maintain various records, files and maps;
- Other tasks as assigned by supervisors

You have:

- Graduated from a technical institute in a related field; plus have some related experience preferably in a municipal environment where you have gained knowledge working with municipal bylaws, regulations and policies and permit processing;
- Considerable knowledge of part 9 of the B.C. Building Code and related provincial regulations along with a solid knowledge of building construction and the materials used;
- The ability to read and interpret plans and drawings, apply applicable codes and regulations, conduct basic structural analyses and make related calculations;
- Excellent customer service, problem-solving and time management skills necessary to deal efficiently and effectively with customers and internal contacts;
- Preference given to applicants with level one BOABC certificate.

The hourly pay range for this unionized position is \$31.00 to \$36.50 per hour based on a 35-hour work week. The District offers a comprehensive benefits package, vacation, modified work week, learning and development opportunities, along with a respectful workplace environment and an on-going commitment towards work/life balance.

If you are a results-oriented, innovative individual looking to “make a difference” in local government, please submit your resume and cover letter at www.dnv.org/careers by August 24, 2017 to be considered for this competition.

We thank you for your interest in employment with the District of North Vancouver and advise that only those shortlisted for an interview will be contacted.