

If you are civic minded and interested in making an impact on people and businesses on the beautiful North Shore, consider working for the District of North Vancouver.

Home to vast parkland and attractions including Grouse Mountain, Lynn Canyon and Capilano Suspension Bridge, the District is inspired by nature, and enriched by people. The District offers exciting professional development opportunities and a competitive total compensation package. This is an exciting time to join the District, as we embark on a range of initiatives to transform digital service delivery, customer experience, and our approach to climate action.

We have an exciting opportunity for a dynamic, customer-focused individual to join our Permits and Licenses team. In this 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 building 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 the Zoning Bylaw as well as Environmental and other related bylaws;
- 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;

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 pay range for this unionized position is \$32.25 - \$37.97 per hour (2019 rates) based on a 35-hour work week, with a comprehensive benefits plan, 3 weeks of vacation to start, and earned time off opportunities. If you are interested in this position, and have a passion to serve people and the community, we would like to hear from you. Please apply on-line with your cover letter and resume at <https://careers.dnv.org> by September 21, 2020 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.