

Permit Review Technician

Full Time

*Find out why our AMAZING employees love working for the City of Port Coquitlam!
Affectionately known as "PoCo", we are an award winning organization made up of a
diverse and dedicated team of people who care deeply about the community they serve.*

The City of Port Coquitlam's Development Services Department is looking for a positive, self-motivated and energetic professional to provide technical and clerical assistance in the front-line customer service position of Permit Review Technician.

Some of the key responsibilities of this position include but are not limited to:

- Processes less complex building permit applications; draft reports; research, collect and analyse permit application data; assist in the preparation of permit fees and informational guidelines and perform project related duties;
- Advise and assist others engaged in permit processing and plan reviews and prepare a variety of graphic material as required for the regular work of the Division;
- Respond to general public enquiries on matters relating to the City's Bylaws, policies and advises applicants of required changes to conform with the Building and Plumbing Bylaws and other regulations;
- Attend meetings with developers, builders, inspectors and other groups to assist senior staff, as required; prepare correspondence and reports; and maintain plans, files and records related to the work of the Division; and
- Maintain liaison with various internal and external departments and agencies concerned with physical or economic development, as required for the processing of projects assigned to the Building Division.

The successful candidate for this position will have:

- Certificate in Building Technology;
- Post-Secondary courses in BC Building Code – Housing, Building Technology, Construction, Blue Print Reading and Construction Estimating;
- Strong customer service and conflict resolution skills;
- Ability to communicate effectively in a helpful and cooperative manner with a wide variety of customers; and
- Valid driver's license for the Province of BC.

Why should you consider working for us?

- We take our work seriously but not ourselves;
- We have a positive attitude about the work we perform;
- We care deeply about our community;
- Our organization is the ideal size for you to make a difference and have an impact;
- We have a strong learning culture and want our people to grow and succeed; and
- We are a diverse, inclusive and supportive workplace.

The terms and conditions of employment for this full-time assignment are in accordance with the CUPE Collective Agreement. The 2021 annual rate of pay starts at \$58k and includes a comprehensive benefits package upon completion of a four-month probation period. Qualified individuals are encouraged to apply online by **Friday, September 24, 2021** at www.portcoquitlam.ca/cityjobs quoting competition number **#21-142e**.

***We wish to thank all applicants for their interest and advise that only those to be interviewed will be contacted.
The City of Port Coquitlam will conduct a criminal record check.***