



MAPLE RIDGE

British Columbia



Plan Checker 1

Competition # 22-164
Status: Temporary Full Time - CUPE
Department: Building Services
Salary: \$31.41 to 37.00 per hour
Closing: August 26, 2022

Come grow with The City of Maple Ridge! Are you a team player with a "can do attitude", excellent communication and customer service skills? We have the perfect opportunity for you!

POSITION OVERVIEW

This temporary full-time position will be responsible for technical work position performing a variety of plan checking tasks and duties relating to the processing of all permits. One of the key areas of responsibilities for this position is front counter work including the screening of building permit application intake and answering public inquiries as they building and construction within the community. Another primary responsibility will be plan checking for building permit applications regulated under Part 9 of the BC Building Code to ensure compliance with relevant provincial building and plumbing codes and municipal bylaws. On occasion, the incumbent will also conduct inspections within their level of certification. The successful candidate will have strong knowledge of the BC Building Code, provincial and federal regulations and City bylaws concerning development, construction, alteration and repair of buildings and structures.

EDUCATION AND EXPERIENCE

High school graduation including or supplemented by courses relating to safety codes.

BOABC Certification Level One or an equivalent in experience relating to the processing of permits.

Considerable experience relating to the processing of permits.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of applicable sections of the Building Code, and other related safety regulations, procedures, permits and by-laws as they relate to the work being performed.
- Considerable knowledge of the applicable departmental practices, procedures, rules and regulations and of the requirements of other Municipal departments relative to all types of permit application processing
- Sound knowledge of record keeping, filing, public contact and related functions.
- Sound administrative knowledge of the codes and by-laws applicable to the processing of all permits.
- Ability to effectively work with Data Management Systems including AMANDA.
- Ability to establish priorities and schedule workloads to meet established Department Performance standards.
- Ability to deal effectively, tactfully and courteously with the public and to maintain effective working relationships

with other employees.

- Ability to read permit application plans and drawings and to make decisions in accordance with applicable codes, rules, policies and regulations.
- Ability to understand and execute oral and written instructions.
- Ability to make arithmetic calculations accurately with speed, calculate construction costs and related permit fees.
- Ability to check, maintain, and process a variety of office records; compose routine and non-routine correspondence, compile information and maintain municipal permits related Data Bases.

LICENCES AND CERTIFICATES

Valid Class 5 driver's license

PREFERRED QUALIFICATIONS:

- Strong customer service and communication skills; effective problem-solving skills and the ability to establish and maintain effective working relationships across a variety of stakeholders.
- Thorough knowledge of related bylaws, acts, and regulations; the ability to read plans, surveys and related material.
- Excellent organizational skills; the ability to problem-solve; work independently and a confident and composed demeanor in all work situations.

ADDITIONAL INFORMATION

At the City of Maple Ridge, we are dedicated to cultivating an inclusive culture that actively values and embraces diversity. We strive to attract and retain a talented, diverse workforce that is broadly reflective of the community we proudly serve. Accommodations are available on request for candidates taking part in all aspects of the selection process by contacting hrenquires@mapleridge.ca.

The successful candidate will be required to complete a Police Information Check as a condition of employment. (Note – not required as part of the application process; however, will be required upon consideration for employment).

This is a temporary full-time position for approximately 12 months which may extended or concluded due to unforeseen circumstances

WHAT WE OFFER YOU:

The City of Maple Ridge is a great place to work with competitive compensation packages that include the Municipal Pension Plan, a strong employee wellness program and the opportunity for professional career growth 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.