



MAPLE RIDGE

British Columbia



## Building Official - Plan Reviewer 3

Competition # 23-041

Status: Regular Full Time CUPE

Department: Building Services

Salary: \$40.13 – 47.38 per hour

Closing: April 9, 2023

*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 is specialized technical and administrative work in reviewing plans and specifications accompanying applications for buildings regulated under Part 3 of the BC Building Code and applicable bylaws, acts, standards and regulations. The focus of the work is multi-family residential, commercial, Industrial, Institutional and mixed-use buildings. An incumbent of this class provides technical information and assistance to property owners, contractors, engineers, architects and other municipal staff on matters related to the application; discusses plans, proposed projects and non-conformance issues with applicants and others as required; clarifies problem areas; aids in finding solutions to areas of non-compliance; interprets and explains Codes, bylaws and regulations; and makes recommendations for revisions. An incumbent also assists with coordinating the processing of building permit applications through City departments and assists with Plan Reviewer 1 and 2 work. An incumbent of this class exercises considerable independent judgment in the technical aspects of the work within delegated areas of responsibility and in resolving day to day operational matters.

### EDUCATION AND EXPERIENCE

Completion of Grade 12, supplemented by a Certificate in Building Technology from an Institute of Technology, graduation with a Diploma in Building Technology preferred, plus sound related experience in the building construction industry, design industry, or municipal field, or an equivalent combination of training; preferably 4 years or experience working with complex buildings.

## KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the applicable sections of the BC Building Code (BCBC), applicable bylaws, acts, codes, standards and regulations and departmental policies and procedures.
- Considerable knowledge of building construction methods, materials and techniques.
- Working knowledge of the British Columbia Fire Code and Fire Services Act.
- Ability to interpret and apply the BCBC, bylaws, and regulations and to effectively explain to a variety of internal and external customers.
- Ability to read plans and drawings, to interpret and apply the BCBC and City regulations and bylaws and to suggest corrections and changes where required.
- Ability to coordinate the processing of applications through relevant City departments to ensure the timely completion of same and to liaise with said departments to facilitate same.
- Ability to deal effectively with owners, contractors, tradespeople, engineers, architects and others and to use sound judgement in impartially, tactfully and firmly enforcing bylaws, standards and regulations.
- Ability to liaise with City inspection staff and contractors during building construction regarding Code interpretations, substitutability and equivalency of building materials.
- Ability to process revisions to approved plans.
- Ability to assist inspection staff on project sites as required.
- Ability to prepare reports, records and correspondence related to the work in accordance with City record management protocol.
- Ability to work with data management systems and related computer programs.
- Ability to perform work at a Plan Reviewer 1, 2 and 3 level.

## LICENCES AND CERTIFICATES

BOABC Level 3 Qualification

Registration as a Building Official with the BOABC

Valid Class 5 driver's license valid in the Province of British Columbia

## EQUITY STATEMENT

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](mailto:hrenquires@mapleridge.ca).

## 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.**