



## PLANS REVIEWER 1 & PLANS REVIEWER 2

### About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

### PLANS REVIEWER 1

#### 2 Regular Full Time & Up to 2 Temporary Full-Time (2 Years)

### About You / What We Are Looking For

The City of Coquitlam is in the midst of a period of rapid growth, presenting us with exciting new development challenges. As a result, we are actively recruiting for Plans Reviewer 1s (2 Regular Full Time & Up to 2 Temporary Full-Time) to join our Building Permits team. Combining technical and clerical work, in this role, you will examine plans and permit applications relating to multi-family, commercial, institutional or industrial building permits for compliance with the BC Building Code and by-laws. Using a considerable degree of independent judgement, you will also: discuss plans, projects and nonconformance issues with applicants; interpret and explain codes and clarify problem areas; make recommendations for revised plans; and coordinate and process building permit applications.

### Minimum Qualifications

Completion of Grade 12, supplemented by a Certificate in Building Technology from an Institute of Technology, graduation with a Diploma in Building Technology is preferred, and prior related experience in the building construction industry, architectural or engineering field, plus some related experience; or an equivalent combination of training and experience. Excellent interpersonal, communication and organizational skills, as well as exceptional customer service, is key to success in this position. Municipal office experience will be considered an asset.

Knowledge of BC Building Code and regulations, municipal bylaws, and the ability to interpret and apply the requirements. Ability to interpret building construction plans, perform mathematical calculations, prepare routine correspondence and reports, and conduct digital plan reviews. A Building Officials' Association of British Columbia, Level 1 qualification and/or certification, registration as a Building Official, and a valid Driver's License for the Province of British Columbia are required. Alternatively, we may consider candidates who are not BOABC qualified but who are eligible for the Building Official In Training (BOIT) designation. Candidates eligible for BOIT will be expected to complete Level 1 qualification within six months of employment start date.

Experience with AMANDA and Bluebeam will also be considered an asset. An equivalent combination of training and experience will also be considered.

### What We Offer:

This CUPE position has an hourly rate range of \$37.56 - \$44.20 (2024 rates). The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off program. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

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## PLANS REVIEWER 2

**2 Regular Full Time & 1 Temporary Full Time (2 years with possible extension)**

### About You / What We Are Looking For

The City of Coquitlam is experiencing high growth rates and exciting new development challenges. We are currently seeking two regular full-time and one temporary full-time Plans Reviewer 2 to join our Building Permits team.

Using a considerable degree of independent judgement, this position's responsibilities include:

- Examining plans and permit applications related to Part 9 buildings, including tenant improvements of commercial buildings for compliance with building code, regulations, and municipal bylaws;
- Discussing proposed projects with architects, contractors, engineers and other interested parties;
- Interpreting and explaining building code, regulations, and bylaw requirements;
- Making suggestions and discussing possibilities for revising plans to conform to requirements;
- Assisting Plans Reviewer 1's as required.

### Minimum Qualifications

The successful candidate possesses a certificate or diploma in Building Technology, along with considerable related experience in building construction methods, architecture, and engineering fields. An equivalent combination of training and experience will be considered.

The successful candidate must have sound knowledge of: BC Building Codes, building/zoning bylaws; and the ability to interpret and apply BC Building Code, bylaws, and regulations.

A Driver's Licence for Province of British Columbia is a requirement of the role. BOABC Level 2 Qualification and/or certification as required in the Building Act, as well as registration as a Building Official are also requirements.

Experience working as a Plan Reviewer 1 minimum, preferably a Plan Reviewer 2 with knowledge of the AMANDA system, Bluebeam, and experience in a municipal office. Related experience may be considered.

Excellent interpersonal, communication and organizational skills as well as exceptional customer service are essential skills for this role.

### What We Offer:

This CUPE position has an hourly rate range of \$40.73 to \$48.08 (2024 rates). The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off program. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

### Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit [coquitlam.ca/edi](http://coquitlam.ca/edi) for more information.



If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

**Please apply online at [www.coquitlam.ca/careers](http://www.coquitlam.ca/careers) by 11:55 pm on October 25, 2024.**

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*