

BE PART OF A BOLD FUTURE WITH A CITY ON THE MOVE

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BUILDING OFFICIAL – PLAN REVIEWER 2

Competition # 25-121

Status: Regular Full-Time

Department: Building Services

Salary: \$41.63- \$49.08 per hour

Closing: July 27, 2025

We strive for excellence as we deliver vital municipal services with innovation, accountability and efficiency to meet the needs of the community now and into the future. Be part of our story. Come grow with us!

POSITION OVERVIEW

Embark on a dynamic role that blends technical expertise with administrative acumen as a Building Official - Plan Reviewer 2 at the City of Maple Ridge. In this position, you will engage in the meticulous review of plans and specifications accompanying applications for buildings regulated under Part 9 of the BC Building Code and applicable bylaws, acts, standards, and regulations. The focal point of your responsibilities will be on small multi-residential, commercial, and industrial buildings, as well as signs and other small accessory structures.

As a key member of our team, you will provide invaluable technical information and assistance to diverse stakeholders, including property owners, contractors, engineers, architects, and fellow municipal staff, addressing matters related to the application process. Your role extends beyond mere review; you will actively engage in discussions with applicants, addressing proposed projects and non-conformance issues, offering clarity on problem areas, and playing a pivotal role in finding innovative solutions to areas of non-compliance.

Your proficiency will shine as you interpret and explain building codes, bylaws, and regulations, consistently providing insights and making well-considered recommendations for revisions.

Additionally, your adept coordination skills will be showcased in efficiently managing the processing of building permit applications through various City departments.

Within this role, you will handle considerable independent judgment in the technical aspects of your work, holding delegated responsibilities that empower you to resolve day-to-day operational matters. Join us in shaping the built environment of Maple Ridge, where your skills contribute to the safety, compliance, and progress of our community.

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, preferably as a Plan Reviewer, or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the applicable sections of the BC Building Code (BCBC), applicable bylaws, acts, codes, standards and regulations and departmental policies and procedures.
- Sound knowledge of building construction methods, materials and techniques.
- 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.



City of
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11995 Haney Place
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- Ability to perform work at a Plan Reviewer 1 and 2 level.

LICENCES AND CERTIFICATES

- BOABC Level 2 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 recruitment@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.



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