

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

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PLAN REVIEWER 1

Competition # 26-129

Status: Regular Full-Time

Department: Planning & Building Services

Salary: \$38.40 - \$45.15 per hour

Closing: July 26, 2026

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

Join the City of Maple Ridge in a rewarding role as **Plan Reviewer 1** where your technical expertise helps shape safe, functional, and well-built communities. Reporting within the Building Division, this position performs technical and administrative work related to the review of plans and permit applications regulated under Part 9 of the BC Building Code.

The focus of this role is primarily on one- and two-family dwellings, signs, and smaller permit types such as sheds, garages, and pools. The successful candidate reviews applications for compliance with applicable codes, bylaws, acts, standards, and regulations, while providing clear guidance and support to applicants throughout the permitting process. This position works closely with property owners, contractors, engineers, architects, and municipal staff to discuss plans, identify non-conformance issues, clarify technical requirements, and support practical solutions to achieve compliance. The role also assists in coordinating building permit applications through various City departments to help ensure efficient and responsive service delivery.

This is an excellent opportunity for a knowledgeable and customer-focused professional who brings sound technical judgment, strong communication skills, and a commitment to public service. The incumbent exercises considerable independence in managing day-to-day technical reviews and problem-solving, while referring complex or sensitive matters to a supervisor as needed.



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11995 Haney Place
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What You'll Do

- Review plans and permit applications for one- and two-family dwellings, signs, and other small permit types to ensure compliance with Part 9 of the BC Building Code, as well as applicable codes, acts, bylaws, standards, and regulations.
- Provide responsive and knowledgeable customer service to applicants and industry stakeholders on a wide range of construction and development matters. You will discuss plans, proposed projects, and non-conformance issues with property owners, architects, engineers, contractors, and building inspectors; clarify technical requirements; interpret applicable sections of the BC Building Code and City bylaws; and suggest practical solutions to support compliance.
- Support the timely processing of permit applications by coordinating reviews through relevant City departments and liaising with internal teams to obtain necessary approvals and recommendations.
- Work collaboratively with City inspection staff and contractors during construction to address code interpretation issues, process revisions to approved plans, and provide support on project sites as required.
- Prepare reports and maintain accurate correspondence, files, and records in accordance with the City's records management practices and protocols.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the applicable sections of the BC Building Code, 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 BC Building Code, 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 BC Building Code 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 related to building construction.

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.



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Ability to assist an 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.

DESIRABLE TRAINING 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 some related experience; or an equivalent combination of training and experience.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

BOABC Level 1 Qualification.

Registration as a Building Official with the BOABC.

Class 5 Driver's License valid in 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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