

# BUILDING PLANS REVIEWER/PERMIT COORDINATOR

Competition #2021-42

August 13, 2021



The Fraser Valley Regional District is a local government that delivers over 100 services to residents living in our eight electoral areas and six-member municipalities. We are the third most populous regional district in BC, stretching from Mission to Boston Bar. The Fraser Valley offers a great place to work and live with a mix of rural and urban lifestyles along with an abundance of recreational and cultural opportunities.

We have an exciting opportunity for a customer-focused individual to fill the position of Building Plans Reviewer/Permit Coordinator. Under the direction of the Manager of Inspection Services the successful candidate will be working as part of a team and responsible for the examination of plans submitted with building permit applications along with drawings, specifications for buildings and other structures for compliance with the Building Bylaw, B.C. Building Code and other applicable bylaws, regulations and enactments. Duties also include assisting the general public to start the technical process required for Building Permits, and provide customers with information on the steps that will be required through to completion; provide technical advice and information to assist developers, builders, governmental agencies and the public about applicable construction requirements; assist with the initial review of planning, building and other related applications and proposals; perform record keeping such as preparation and maintenance of records, reports, and correspondence.

We offer a positive, supportive, team-based work environment with an emphasis on collaboration. We believe in lifelong learning and are committed to providing and supporting training and professional development opportunities for our staff. If you have a positive, can-do attitude and a keen sense of humour, you will fit right in. Bring your positive energy, ambition and desire to learn, and we'll take care of the rest. The ideal candidate must have:

## Knowledge, Skills and Abilities:

- » Qualified Level One (1) from the Building Officials Association, British Columbia, and/or graduated from an advanced construction technology program, or an equivalent combination of education/experience;
- » Experience in building inspection; and experience working in the construction industry;
- » Sound knowledge of the B.C. Building Code and other related bylaws, acts, standards and regulations pertaining to the construction industry, and preferably up-to-date knowledge of the decisions of the Building Code Appeal Board;
- » Sound knowledge of building siting conditions including an awareness of potential geotechnical hazards and soil-bearing limitations;
- » Sound knowledge of accepted practices, methods, materials, tools and equipment used in the building trades;
- » Working knowledge or ability to quickly acquire knowledge of standard planning, building and engineering nomenclature, practices and methods, and map compilation and interpretation;
- » Working knowledge of procedures and the administration of real property; and familiarity with folio information such as BC Assessment data and the use of a land based property information system;
- » Must possess a valid Driver's Licence.

The start rate for this union position is \$31.59 per hour plus a comprehensive benefits package. Upon successful completion of the required probationary period the wage will increase to \$37.16 per hour.

If this opportunity excites you, and you want to contribute to a positive work environment, we want to hear from you. Please submit your resume, along with a cover letter, indicating how you meet the qualifications. Please quote **Competition #2021-42 and send, in confidence, by 4:30 p.m. on September 9, 2021**, to [jobs@fvrd.ca](mailto:jobs@fvrd.ca).

*While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.*