

BUILDING AND BYLAW CLERK

(FULL-TIME) (REPOST)

Competition #2023-25

August 25, 2023



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 Abbotsford 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 and challenging opportunity for an energetic individual to fill the full-time position of Building and Bylaw Clerk. Under the direction of the Manager of Inspection Services, the successful candidate will work as part of the Electoral Area Services team and will be generally responsible for providing excellent customer service, reliable administrative and technical support for building, bylaw enforcement and other planning staff. Duties include tracking a large number of documents and files through various processes, requiring attention to detail and attention to deadlines; accepting, processing and tracking building permit applications and bylaw contravention complaints and related documentation; conducting land title and corporate searches; compiling, entering and maintaining building permit and bylaw enforcement data and related documentation on tracking software; and coordinating the flow of documentation between planning, building, bylaw enforcement and administration staff.

We offer a positive, supportive, team-based work environment with an emphasis on collaboration and continual improvement. If you have a 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 will take care of the rest.

The ideal candidate must have:

- » Post-secondary education, preferably a degree or diploma related to planning, building or engineering technology along with some relevant work experience, or an equivalent combination of education and experience;
- » Training or the ability to quickly learn how to use GIS and to read and interpret maps;
- » Working knowledge or ability to quickly acquire knowledge of standard planning, building, and engineering nomenclature and processes;
- » Ability to communicate clearly and effectively, and must have good customer service skills with the ability to remain courteous, tactful and diplomatic in dealing with the public, and with difficult clients;
- » Ability to interpret complex technical information, policies and procedures and explain them to the public;
- » Excellent computer skills, with a high level of proficiency with Microsoft Office, and the ability to acquire a sound knowledge of electronic filing software;
- » Must be in possession of a valid Driver's License.

The start rate for this full-time Union position is \$26.41 per hour plus a comprehensive benefits package. Upon successful completion of the required six-month probationary period, the rate will increase to \$31.08 per hour.

If you have a passion for public service and want to make a difference in the lives of Fraser Valley residents, we want to hear from you. Submit your resume, along with a cover letter, indicating how you meet the qualifications. Please quote **Competition #2023-25 and send, in confidence, by 4:30 p.m. on September 11, 2023** to jobs@fvrd.ca