

DEPARTMENT:	Development Services	STATUS:	Regular Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours/week	SALARY:	\$61,251 - \$72,136 annually plus benefits

This is an exciting opportunity for a self-motivated Plan Reviewer to join our dynamic Building Services team. This is technical and clerical work checking residential and minor commercial building plans for adherence to municipal building code and by-law requirements. You will examine plans, drawings and specifications of proposed residential, and minor commercial construction for adherence to structural, safety, fire and other regulations including screening and issuing building permit applications, frequently of some complexity, once requirements are met. General direction is provided by a supervisor who periodically reviews work performance for adherence to department policies and procedures.

If you have the following characteristics and qualifications, we want to hear from you! You have:

- Graduation from a recognized institute of technology with core courses in building technology, a BOABC Level 1 qualification, and related experience in building design and/or plan review and significant clerical experience with a municipal building department; or an equivalent combination of training and experience.
- Thorough knowledge of the pertinent sections of the British Columbia Building Code and of the building, zoning and sign by-laws.
- Considerable knowledge of building construction practices, methods and materials as well as the preparation and use of plans and specifications related to building construction and of structural design.
- Demonstrated ability to deal effectively and courteously with staff developers, builders, colleagues, and customers to employ contemporary service excellence principles at work.
- Ability to interpret the BC Building Code, by-laws, regulations, specifications and departmental policies quickly and accurately.
- Ability to type and perform other clerical duties necessary to understand the work of and to fill-in for front counter staff as required.
- Considerable knowledge of the operation of personal computer equipment and software applications related to the work performed.
- Ability to train, provide advice to, and to deal effectively with front counter staff with sincerity, empathy and with an ability to provide solutions to problems.
- Valid driver's license and willingness to drive a vehicle for business purposes.
- The ability to pass and maintain a satisfactory Police Information Check.
- Opportunity for advancement with higher levels of BOABC certification, RBO or professional licence.

Apply by sending your **cover letter and resume in one document** quoting the competition number, by October 13, 2021 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #21-112.**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

*New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples.
'It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.
We are learning and building relationships with the people whose lands we are on.*