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[» Apply Now](#)**Title** Application Centre Technician**Department** Community Planning & Development**Job Status** Temporary Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 19-140**The Opportunity** approximately September 2019 - February 2021

Nature & Scope of Work This is technical and moderately complex clerical work in examining and checking plans and permit applications for compliance with the BC Building Code, Building, Development, Land Use and Business Licence Bylaws. The incumbent discusses plans, proposed projects and non-conformance issues with applicants and others as required, clarifies problem areas, interprets and explains Codes, bylaws and regulations and makes recommendations for revised plans; and receives and processes a variety of development and building applications, as well as maintaining a variety of records. An employee of this class exercises considerable independent judgment in the technical aspects of the work within delegated areas of responsibility and in resolving day-to-day problems.

Required Knowledge, Skills and Abilities

- Considerable knowledge of the applicable sections of the BC Building code and applicable bylaws and related departmental policies and procedures.
- Ability to read and interpret plans and drawings, to apply regulations and to suggest corrections and modifications to plans as required.
- Considerable knowledge of development, zoning and licensing bylaws and regulations.
- Sound knowledge of the responsibility of other departments and outside agencies as they relate to the work performed.
- Ability to make decisions in accordance with applicable bylaws and departmental policies, practices and procedures and to function effectively while dealing with contentious matters.
- Ability to prepare and maintain reports, maps, records, and related material.
- Ability to perform assigned duties with minimal supervision.
- Skill in typing rapidly and accurately (minimum of 55 wpm).
- Skill in operating a personal computer including word processing at an advanced level (graphics, tables, styles), Excel and PowerPoint at an intermediate level.

Desirable Training & Experience

- Completion of the 12th grade supplemented by technical courses related to the work; plus considerable related experience, OR, an equivalent combination of training and experience.
- Completion of Part 9 BCBC

Required Licences, Certificates and Registrations Valid Class 5 Driver's Licence for the Province of British Columbia.

Safety Requirements Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational Health & Safety training, meetings and to report any hazards in the workplace.

Hours of Work 35 hour work week**Pay Grade** 19**Pay Rates** \$29.74, 30.98, 32.25, 33.60, 34.98 per hour**Posting Date** 7/17/2019**Posting Closing Date** 7/24/2019[» Apply Now](#)