



**Village of Anmore
Plan Checker (Temporary/Part Time)**

POSITION SUMMARY

The Village of Anmore is inviting applications for the position of temporary, part-time Plan Checker. Under the general direction of the Director of Operations, and working closely with the Building Inspector/Bylaw Enforcement Officer, the Plan Checker will be responsible for reviewing building permit applications and providing information services to the public on technical, regulatory and Building & Plumbing Code requirements.

CORE DUTIES AND RESPONSIBILITIES

- Review of proposed building designs, materials and devices for compliance with Village bylaws and related regulations and codes
- Process, accept and reject proposed building construction plans
- Prepare a listing of non-conforming issues and discuss them with permit applicants
- Provide information services to the public on technical, regulatory and Building & Plumbing Code requirements, including relevant Village bylaws
- Calculate and determine permit fees and development cost charges
- Prepare related correspondence and reports, as required

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Skilled in reading and interpreting building construction plans and drawings
- Knowledge of relevant bylaws, regulations, codes, policies, procedures and standards
- Ability to communicate effectively both orally and in writing
- Ability to use tact when dealing effectively with developers, contractors, homeowners and other members of the public
- Ability to use sound judgement and strong decision making skills
- Experience with Microsoft software (i.e. Excel, Word, and Outlook), and knowledge of databases
- Possession of a valid class 5 BC driver's license

REQUIRED EDUCATION AND EXPERIENCE

- Completion of Grade 12 supplemented with post-secondary education in building code, or a related field
- Completion of a Certificate in Building Technology, or an equivalent combination of training and experience
- Level I Certification from the Building Officials Association of BC is considered an asset
- Knowledge and experience with bylaw enforcement is considered an asset

A current driver's abstract that has been obtained within 6 months of the closing date below must be submitted with your application in order to be considered for this opportunity and in order for your application to be complete. To obtain a copy of your driver's abstract, please contact ICBC directly or the driving authority where you reside.

Any other licenses, certificates and registrations associated with this position must be valid and current at the time the posting closes and must be attached to your application. Applications without the attached required documents will be deemed incomplete and will not be considered.

The hours of work for this position, generally, will be 2 days per week for a period of approximately six (6) months. The Village reserves the right to shorten the assignment as it deems necessary. There may be opportunity for an extension of the assignment, at the Village's sole discretion.

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.

Qualified applicants are invited to submit a covering letter and resume to Juli Kolby, CAO at:

Village of Anmore
2697 Sunnyside Road
Anmore, BC V3H 5G9

or via email to: juli.kolby@anmore.com

This opportunity is open for receipt of applications until 4:00p.m. Wednesday, January 20, 2016.