

BUILDING AND BYLAW CLERK

(FULL-TIME)

Competition #2025-02

January 8, 2025



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.

People are at the center of everything we do, and we strive to put the needs of those we serve and the employees in the organization at the forefront of our day-to-day work. We are an organization that values teamwork and respect. We are committed to diversity, equity, inclusion, and being representative of the region we serve. We invite all qualified candidates to apply. We are dedicated to the ongoing process of building relationships and examining our work to ensure that the principles of inclusion, collaboration, and reconciliation are included. If you have a passion for public service and want to make a difference in the lives of those who live, work, and learn in the Fraser Valley, consider coming to work with us.

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.

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 possess a valid Driver's License.

The start rate for this full-time Union position is \$27.08 per hour (2024 rate), plus a competitive and comprehensive health, dental, and vision package and Municipal Pension Plan. Upon successful completion of the required six-month probationary period, the rate will increase to \$31.85 per hour (2024 rate). Take advantage of employee well-being programs that include support for mental well-being and physical health through our onsite gym.

We offer a 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 passion for public service and want to make a difference in the lives of Fraser Valley residents, we want to hear from you. Please submit your resume along with a cover letter indicating how you meet the qualifications. Visit www.fvrd.ca/careers to apply for this competition by 4:30 p.m. on January 22, 2025.

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