

## Position Vacancy: Clerk – Permits & Licenses

<b>DEPARTMENT:</b>	<b>Development Services – Building Services</b>	<b>STATUS:</b>	<b>Fulltime</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>35 hours / week*</b>	<b>SALARY:</b>	<b>\$44,432 - \$52,194 annually</b>

The City of New Westminster is seeking a qualified fulltime Clerk – Permits and Licenses to join our Building Division in the Development Services Department. The successful candidate will independently perform moderately complex processing of a variety of permits and/or licenses including receiving classifying and coding of applications and upon approval, issuing licenses and/ or permits, as well as clerical, word processing and customer service duties as part of the Development Services team. They will provide information and assistance to customers and colleagues regarding related bylaws, regulations and procedures. They will prepare correspondence and permits; maintain a variety of records, files and logs; compile statistical reports and summaries; and perform other related duties as it pertains to the operation of the Development Services Department.

### REQUIREMENTS:

- Completion of Grade 12 supplemented by post-secondary courses and/or certificates in office administration plus considerable related experience, or an equivalent combination of training and experience.
- Considerable knowledge of zoning and building bylaws and regulations. Familiarity with tree protection bylaws and permitting processes would be an asset.
- Familiarity with building permit processes and construction terms and stages, including ability to ensure accuracy and completeness of applications and submission materials. Related courses in building technologies would be preferred, and/ or an aspiration for ongoing education in this area.
- Proficiency with the “Tempest” software application and digital file maintenance best practices, including ability to become a “superuser”.
- Familiarity with digital permit applications and review processes would be an asset.
- Demonstrated ability to provide exceptional customer service to a variety of customers and colleagues, including ability to work effectively with the public, homeowners, developers and industry professionals, when interpreting and explaining bylaws, regulations and procedures.
- Ability to work in a dynamic, team-based environment while providing individual, accurate and respectful service to customers and colleagues.
- Ability to perform clerical and typing assignments; compose non-routine correspondence; and prepare moderately complex tabulations and computations, reports and related material, with minimal supervision.
- Extensive experience and/or training in computer and word processing systems (Microsoft Suite). Must have a minimum typing speed proficiency of 55 wpm.
- Thorough knowledge of business English, spelling, punctuation and arithmetic, as well as knowledge of modern office practices and procedures.

*\* This position participates in a Compressed Work Week Program.*

*City Hall hours of operation are Monday, 8am to 7pm, and Tuesday – Friday, 8am to 5pm.*

*The successful candidate will be scheduled on Mondays from 10:30am to 7pm on a rotational basis.*

Apply by sending your resume quoting **competition #17-143, by November 22, 2017** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca).

*We thank all applicants in advance; however, only those selected for an interview will be contacted.*

*The City of New Westminster is committed to employment equity.*

*We welcome diversity and encourage applications from all qualified individuals.*