



MOUNTAINS OF OPPORTUNITY

CRANBROOK

JOB POSTING

POSITION **Engineering Clerk/Assistant Approving Officer**

POSTING #	POSTING TYPE	POSITION TYPE	HOURS OF WORK
25-07	Internal	Full-time	35-hour work week, as per schedule

DEPARTMENT **Engineering and Development Services**

HOURLY RATE \$38.6360 to \$40.4279 per hour, Pay Grade 8 – Schedule “A” Inside Employees

POSITION SUMMARY

Reporting to the Building Supervisor, Building and Bylaw Manager, under the direction of the Director of Engineering Services, the Engineering Clerk/Assistant Approving Officer is responsible for the performance of all requisite work associated with the issuance of building permits and preparation of draft preliminary layout approval (PLA) letters for new subdivisions for review and consideration by City Approving Officer, completion and review of building permit entries into the City's tracking and data entry system (M.A.I.S.), arranging payment of application and pick-up. The incumbent must possess a thorough and broad knowledge of the British Columbia Building Code in order to facilitate building permit applications and processes and a thorough knowledge of the City of Cranbrook Subdivision and Development Servicing Bylaw, Zoning Bylaw, Land Titles Legislation respecting the role and duties of an approving officer in British Columbia, the Official Community Plan, Local Government Act and all internal procedures necessary to assist with inquiries, coordination, organization and processing/scheduling of building inspections, subdivision applications, preparation of draft preliminary layout approval conditions.

ESSENTIAL QUALIFICATIONS

EDUCATION

- Grade 12 Diploma or GED

EXPERIENCE

- Two (2) years of relevant experience in land development or land use planning or an equivalent combination of education, training and experience.

LICENSES / CERTIFICATES

- Plan Checker
- Valid Class 5 B.C. Driver's License

SPECIFIC SKILLS

- Demonstrate excellent report writing skills
- Proven public relations skills
- Ability to interpret building and site plans
- Ability to read and interpret legal maps and plans
- Ability to perform somewhat complex mathematical calculations
- Demonstrated AutoCAD knowledge and ability to use to develop land use plans, standard drawings, etc.

SPECIAL REQUIREMENTS

- Knowledge of current B.C. Building and Plumbing Codes
- Excellent knowledge of Land Titles Act
- Working knowledge of municipal bylaws
- Thorough knowledge of zoning bylaws and other land use regulations and procedures
- Knowledge and proficiency in the operation of personal computers and software, in particular Microsoft Office Suite and simple mapping software in a network environment
- Familiarity with Geographic Information Systems
- Knowledge of modern office practices, procedures and equipment
- Ability to communicate effectively both orally and in writing in the English language and to deal courteously, tactfully and diplomatically with other employees and the public.
- Ability to organize work schedule and to meet deadlines and priorities
- Ability to learn assigned tasks readily and to adhere to prescribed routine, but also to remain flexible.
- Bondable
- Criminal Record Check

CLOSING DATE **2/18/2025, 4:00pm (MT)**

Interested applicants are requested to submit a covering letter and resume to:

**Human Resources
City of Cranbrook
40 – 10th Avenue South, Cranbrook, BC V1C 2M8**

E-mail: human.resources@cranbrook.ca (Submissions in Word or .pdf format only)

We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.

This position is covered under the Collective Agreement between the City of Cranbrook and C.U.P.E. Local 2090 – Cranbrook Inside/Outside Workers.

The City of Cranbrook

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our City a welcoming and growing place in which to live, work and play.

Diversity, Equity, and Inclusion

This Policy provides the foundation for Diversity, Equity, and Inclusion (“DEI”) at the City of Cranbrook to ensure a safe, respectful, and inclusive community and workplace. The City of Cranbrook will work towards becoming a community that supports and fosters a diversity of perspectives and provides equal opportunities for its residents. The aim is for the City to provide programs and services that meet the diverse needs of the community. The City of Cranbrook is equally committed to an inclusive workplace that welcomes, respects, and values a diverse workforce that reflects the qualities and differences of the broader population it serves.

Policy No. 50-15