



Be Part of the Story.



At the City of Abbotsford our people are our greatest asset. We offer a wide range of diverse, stimulating and rewarding career opportunities that support and recognize high levels of performance. In Abbotsford, we work strongly to create a challenging yet rewarding environment for our employees to thrive. We invite you to become part of a place that has strong corporate and organizational values, rewarding career paths, challenging opportunities, and an engaging and dynamic team to work with.

**Engineering
Permits Coordinator
Engineering Department
CUPE, Full Time
Posting #J0324-1416**

Be part of the story. Join our team today.

The City of Abbotsford's Engineering department is currently seeking an experienced professional to join their dynamic team as a full time Engineering Permits Coordinator.

In this fast pace technical role, you will be responsible for reviewing and ensuring the completeness of Engineering Permit applications. Your duties will encompass a wide range of applications, including excavation, reclamation, grading, drainage, erosion & sediment control, civil plans for soil removal or deposit applications, highways use, and excavation, among others. It is essential to have a thorough understanding of soil removal and deposit bylaws, as well as sound knowledge of civil construction methods, practices, materials, tools, and equipment, including soil deposit and removal, aggregate extraction, and infrastructure.

Your responsibilities include verifying the inclusion of necessary documents such as letters of credit, inter-governmental approvals, and consultant reports. Additionally, you'll provide ongoing reports to the manager regarding permit activity.

You will have strong interpersonal and communication skills as you provide guidance and information to developers, owners, architects, engineers and contractors regarding permit submission requirements and to answer questions regarding design, bylaw interpretation, permit processes and permit costs.

As the ideal candidate you will have:

- Grade 12 diploma;
- Diploma of Technology in Civil Engineering;
- Four years' experience in the municipal or provincial engineering field, including experience in civil construction and inspection; or an equivalent combination of education and experience;
- Valid B.C. driver's license;
- Membership or eligibility for membership with the Applied Science and Technologists and Technicians of B.C. as an Applied Science Technologist (AsCT).

This position is unionized, CUPE Local 774, and the hourly rate of pay is from \$42.71 to \$50.22 per hour.

At the City of Abbotsford, we work strongly to create a challenging and rewarding environment for our employees to thrive. We offer ongoing personal and professional development opportunities, competitive compensation, and a comprehensive benefits package.

The City of Abbotsford is committed to creating a workplace that fosters a culture of diversity and inclusion by attracting, retaining and developing a talented and diverse workforce which broadly reflects the community and citizens we serve. As such, we encourage applications from individuals from all genders, backgrounds and underrepresented groups. We will be happy to work with applicants requesting accommodation at any stage of the hiring process.

To apply, please visit us online at www.abbotsford.ca/careers

Closing Date: April 30, 2024



RECRUITMENT

www.abbotsford.ca/careers