



CLERK – PERMITS AND LICENSES
Building Permits Division
Temporary Full-Time

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

We are currently recruiting for five organized and customer-oriented temporary full-time Clerk – Permits and Licenses to join our team of professionals in the Building Permits division of the Planning and Development department. In this position, you can look forward to honing your attention to detail skills in order to process applications and permits. You will receive and obtain approval for permits, calculate and collect fees, approve and issue routine permits, maintaining a variety of relevant files and records, and performing additional clerical and administrative duties as required. You will also liaise with members of the public to explain complex ideas and processes and provide general department information. The successful candidate must be comfortable working under minimal supervision in a fast-paced environment, and will possess the ability to exercise independent judgment in the role, with more complex inquiries being escalated to the supervisor.

Minimum Qualifications

Our ideal candidate will possess exceptional communication and customer-service skills and have prior experience in a similar role, preferably within a Planning & Development department. Completion of grade 12 education is required.

Preferred Qualifications

Supplementary office administration or commercial coursework would be considered an asset. Building or construction knowledge would be considered an asset. Knowledge and understanding of building permits, licensing and construction would be considered an asset.

The daily hours of this position may vary as per operational needs between the hours of 8:00am and 5:00pm.



What We Offer:

This CUPE position has an hourly rate range of \$29.48 - \$34.63 per hour (2024 rates) plus 6% in lieu of benefits. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off program.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on October 8, 2024.

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