



## Front-Counter Supervisor – Building Permits Regular Full-Time

We acknowledge with gratitude and respect that the name Coquitlam was derived from the hə́ŋqəmiŋə́m word kʷikwə́ləm (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikwə́ləm (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the s̓qəciyaʔt̓ təməxʷ (Katzie), and other Coast Salish Peoples.

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!

We are looking to add to our team a Front Counter Supervisor who will supervise a team of administrative and building plan reviewing staff. Reporting to the Building Permits Manager, this role provides assistance to clerical staff performing work and oversees the application process to ensure the efficient delivery of services and adherence to established standards and practices.

- You will use your teamwork and empathetic leadership style to coach, mentor, and guide staff in performing their duties.
- As a lifelong learner you have the ability and willingness to adapt to change. This will be essential as you use your critical thinking and problem solving in streamlining processes and leveraging technology to provide efficient and customer centric solutions in the building permitting process.
- You will have a strong level of knowledge of the BC Building Code and will work with plans examiners in their interpretation and application.
- Your strong dedication to service is important as you provide a high-level of service to both internal and external customers.

To be considered for this role candidates will have:

- Completed a two-year program in Building Sciences or Development Planning from a recognized post-secondary institution.
- Current and valid Building Official Level 1 qualification from the Building Officials Association of British Columbia (BOABC).
- Sound years (3+) of related experience, including supervisory experience in municipal plans examination or private industry in design and construction.

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!

The City offers a competitive salary and an excellent benefits package. This position is based in Coquitlam with some flexible, remote work options available.

Applicants under consideration may be required to submit an acceptable driver’s abstract and undergo a police information check (with no adverse reports).

**Please apply online at [www.coquitlam.ca/careers](http://www.coquitlam.ca/careers) by 11:55 pm on May 25, 2023.**

*The City of Coquitlam is an Equal Opportunity Employer.  
We thank all applicants for their interest; however, only those selected for an interview will be contacted.*