

**Approvals Coordinator
Planning Services
Greater Miramichi Regional Service Commission
Miramichi, New Brunswick**

Are you looking for an opportunity to play a vital role in facilitating responsible development while enjoying the charm of a captivating region? Join us as an Approvals Coordinator in Miramichi, a place renowned for its natural beauty, cultural heritage, and exciting growth. As an Approvals Coordinator, you will oversee residential and small non-residential project approvals, making a significant contribution to the region's future. Embrace the great outdoors, become part of a vibrant community, and contribute to a thriving economy while making a lasting impact on responsible development. Experience the exceptional lifestyle that Miramichi has to offer!

Key Responsibilities:

As an Approvals Coordinator, you will be responsible for a range of exciting tasks that will keep you engaged and fulfilled:

- Receive and review building and development permit and planning applications, providing assistance to the general public in navigating regulations, codes, and by-laws.
- Guide applicants through the process of applying for required approvals, both online and in person, and connect them with the appropriate internal staff members or external departments when necessary.
- Review and issue development permits, along with related plans and documents.
- Provide confirmation of zoning letters as required.
- Foster effective communication and cooperation between different departments involved in the development approval process.
- Collaborate with various departments and stakeholders to ensure timely and efficient review of permit applications, including coordinating input from engineering/public works, environmental, and other departments.
- Address and resolve conflicts that may arise during the application review process, working with applicants and relevant parties to find suitable solutions.
- Coordinate enforcement efforts related to municipal by-laws and provincial regulations.
- Implement strategies to enhance the overall customer experience throughout the approval process, seeking feedback from applicants and stakeholders for continuous improvement.
- Perform other duties related to development as the position evolves.

Qualifications and Skills:

To excel in this role, you should possess the following:

- Diploma in engineering technology, construction technology, or a related field; alternatively, a Bachelor's degree in Engineering.
- Relevant construction or development training or experience will also be considered.

- New Brunswick Building Official (NBBOA) Level 1 certification or the ability to obtain it.
- Strong customer service orientation, dedicated to ensuring customer success.
- Excellent communication and interpersonal skills to interact with applicants, staff, and the public effectively.
- Strong analytical and problem-solving skills to assess development applications and make informed decisions based on regulations and policies.
- Proficiency in computer skills within a Windows environment.
- Reliable means of transportation and a valid driver's license.
- Fluent in spoken and written English and French.
- Ability to adapt to evolving regulations, technology, and industry best practices.

Salary and Benefits:

At GMRSC, we believe in rewarding our employees for their dedication and hard work:

- Salary commensurate with experience and qualifications. Expected salary range: \$54,500-\$61,600.
- Attractive benefits package, including retirement savings plan and medical/dental insurance, for all full-time employees.
- Support for professional certification and continued professional learning, empowering you to grow in your career.
- Flexibility in work arrangements to maintain a healthy work-life balance, with opportunities for hybrid work models.
- Equal opportunity employer.

Application Instructions:

If you are eager to shape the future of the Miramichi region and meet the qualifications, we encourage you to apply today! Please send your cover letter and detailed resume to the following address no later than 4 PM AST on September 1st, 2023:

Mathieu Goguen, PTech, NBCBO3, CRBO
Building Inspection Services Manager
Greater Miramichi Regional Service Commission
1173 Water Street, 2nd floor
Miramichi, NB E1N 1B2
E-mail: mgoguen@rsc5.ca
www.greatermiramichirsc.ca

Join us in creating a vibrant and sustainable Miramichi - Apply now!

Note: Please mention "Approvals Coordinator" in the subject line of your email.

Closing Date: September 1st, 2023, 4 PM AST

Starting Date: Immediate Availability

GREATER MIRAMICHI REGIONAL SERVICE COMMISSION



COMMISSION DE SERVICES RÉGIONAUX DU GRAND MIRAMICHI

1773, rue Water Street, 2nd fl
Miramichi NB E1N 1B2
Office: (506) 778-5359
Fax: (506) 778-5360
Toll free 1-855-647-5359
Email: info@rsc5.ca
www.greatermiramichirsc.ca

We thank all those who apply; only those who have been selected for the next stage will be contacted.
To ensure a fair evaluation based on qualifications and fit for the role, references may be requested after the pre-screening or interviewing phase.