

# Career Opportunity



**Position: Plan Checker I (Permanent, Full Time)**

**Closing Date: July 17, 2018**

**About Us** At the City of Kamloops, we are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates the employees who make it all happen. We offer many advantages including ongoing training and professional development opportunities, coupled with exceptional benefits, all in the beautiful natural setting of the BC Interior.

Kamloops is Canada's Tournament Capital, a family and business-friendly community committed to providing great customer service, enhancing community partnerships, and supporting economic growth. Our 700 employees provide customer services and programs to a local and regional population of 125,000 people. Kamloops provides abundant recreational possibilities for residents and visitors alike, as well as education and culture opportunities and activities.

**Title** Plan Checker I (Permanent, Full Time)

**Job ID** 1279 (External)

**Pay Class** Salary

**Days of Work** Monday to Friday

**Hours of Work** 8:00 a.m. - 3:30 p.m. Winter  
7:30 a.m. - 3:00 p.m. Summer

**Position Overview** Performs skilled plan checking work of a relatively complex nature under the general supervision of the Senior Building Official. Work involves the coordination and examination of plans and specifications accompanying applications for all types of residential permits to ensure compliance with relevant municipal bylaws, provincially adopted codes, and associated documents. The job involves checking plans, drawings, and specifications within the scope of Part 9 of the BC Building Code, the BC Plumbing Code, and relevant bylaws and statutes. The job involves good working conditions, inside work, and site visits on rare occasions. Loss or damage from normal error are difficult to identify and could cause loss of service, but results of work are reviewed for quality and accuracy. The work includes frequent pressures due to volume of work and deadlines. The incumbent is responsible for exercising a degree of independence and judgment in evaluating situations for conformity with codes, standards, regulations, and bylaws and exercising courtesy, tact, diplomacy, and professionalism in frequent contacts with members of the public and officials of other agencies and companies that are of a more difficult, sensitive, and specialized nature.

**Responsibilities** 1. Examines and checks plans, specifications, and drawings of proposed new residential construction, conversions, alterations, or additions within the scope of Part 9 of the BC Building Code and the BC Plumbing Code to ensure compliance with City bylaws; lists nonconforming items in plans; and discusses with principals the possibility of revisions to meet standards and makes decisions on complex bylaw and building regulation interpretations.

2. Coordinates all types of single- and two-family residential permit applications through

other relevant City divisions and departments and relevant agencies to ensure that all City concerns and regulations are addressed.

3. Discusses plans with architects, contractors, engineers, and other interested parties.
4. Explains and interprets building and bylaw requirements to permit applicants.
5. On rare occasions, carries out joint inspections of existing buildings to expedite the plan checking process.
6. Carries out design, structural checking, and computations within defined areas.
7. Advises and informs Building Inspection Section staff of any relevant changes to issued Building Permits.
8. Initiates correspondence and submits oral and written reports on activities as required.
9. Performs related work as required.

#### **Requirements** REQUIRED SKILLS, ABILITIES, AND KNOWLEDGE

1. Considerable knowledge of the theory, practices, and procedures of plan checking in construction.
2. Considerable knowledge of building construction methods and materials.
3. Considerable knowledge of the BC Building Code, BC Plumbing Code, and municipal bylaw standards and regulations related to Part 9 buildings.
4. Demonstrated ability to prepare clear, concise reports, perform minor clerical duties, and prepare and present evidence in court as required.
5. Ability to deal effectively with architects, contractors, and engineers on technical matters regarding complex projected plans, often in problem-solving situations.
6. Ability to communicate effectively orally and in writing.
7. Ability to use tact, diplomacy, and courtesy when dealing with other staff members, architects, engineers, contractors, and trades people.

#### PREFERRED TRAINING, EXPERIENCE, MEMBERSHIPS, ETC.

1. Completion of Level II certification of the Building Officials' Association of BC.

#### REQUIRED LICENCES, CERTIFICATES, ETC.

1. Completion of senior secondary school or its equivalent.
2. Completion of a post-secondary diploma in Building Technology.
3. Completion of Level I certification of the Building Officials' Association of BC.
4. Minimum one year's previous experience as a plan checker and/or working in a related field such as construction.
5. Valid Class 5 BC Driver's Licence.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes and passes a criminal record check.

**Department** Development, Engineering and Sustainability

**Position Type** Permanent full-time

**Reports To** Senior Building Official

**City** Kamloops

**Province** British Columbia [BC]

**Country** Canada [CA]

**Position** CUPE Salary

**Hourly Wage** \$33.43

**Closing Date** 7/17/2018

**Compensation & Benefits Overview** Comprehensive benefits package available.

Please note that persons with disabilities who require assistance with the application process may contact the Human Resources Department at (250) 828-3439.

To apply for this position, please visit our website at <http://www.kamloops.ca/hr/index.shtml>