

Career Opportunity



Position: Plan Checker II (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 II (Permanent, Full Time)

Job ID 1276 (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 complex nature under the general supervision of the Senior Building Official. Work involves coordinating and examining plans and specifications that accompany applications for all types of permits to ensure compliance with relevant municipal bylaws, provincially adopted codes, and associated documents. The job involves checking moderately complex plans, drawings, and specifications within the scope of the BC Building Code, the BC Plumbing Code, and relevant bylaws and statutes. The job involves inside work, and the incumbent may be required on occasion to work outside with driving between locations to review sites and walking over rough areas. Loss or damage from normal error is difficult to identify and could cause loss of service. The work includes frequent pressures due to volume of work and deadlines. The incumbent is responsible for exercising a considerable degree of independence and judgment in evaluating situations for conformity with codes, standards, regulations, and bylaws. The incumbent is also responsible for 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 construction, conversions, alterations, or additions within the scope of the BC Building Code and the BC Plumbing Code to ensure compliance with City bylaws; lists non conforming 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 permit applications through other relevant City divisions and departments as well as relevant agencies to ensure that all City concerns and regulations are

addressed.

3. Discusses the more complex project plans with architects, contractors, engineers, and other interested parties.
4. Explains and interprets building and bylaw requirements to permit applicants.
5. Carries out joint inspections as required on revised occupancy of existing buildings to expedite the plan-checking process.
6. Carries out design, structural checking, and computations within defined areas.
7. Advises and informs the Building Official and Plumbing Official of any relevant changes to 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. Thorough 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, the 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 check and interpret plans and specifications of moderate complexity and to request and/or require amendments with professionalism, impartiality, and sound judgment.
7. Ability to communicate effectively orally and in writing.
8. Ability to use tact, diplomacy, and courtesy when dealing with other staff members, architects, engineers, contractors, and tradespeople.

REQUIRED LICENCES, CERTIFICATES, ETC.

1. Completion of senior secondary school or its equivalent.
2. Completion of a post-secondary diploma in Building Technology.
3. Minimum two years' previous experience as a plan checker and/or in a related field (such as construction).
4. Completion of Level II certification of the Building Officials' Association of BC.
5. Valid Class 5 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 \$38.30

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>