



**PLAN CHECKER  
LAND USE SERVICES DEPARTMENT  
BUILDING INSPECTION & BYLAW ENFORCEMENT**

**(TEMPORARY FULL TIME OPPORTUNITY – up to one year)**

**Position:** A Plan Checker is required to fill a temporary full time position (up to one year) in the Building Inspection & Bylaw Enforcement Division, Land Use Services Department at the Cowichan Valley Regional District. Reporting to the Manager, Inspections and Enforcement, the role of the Plan Checker is to support the Building Inspectors in plan checking and digitization of building files. Work involves the coordination and examination of plans and specifications accompanying applications for all types of residential permits to ensure compliance with the BC Building Code, other relevant building bylaws, and applicable enactments cited in those documents.

**Qualifications:** Completion of Grade 12; Level 1 BOABC certification; Building Technology Diploma or equivalent construction related experience is considered an asset. An equivalent combination of education, training and experience may be considered. Some related experience - working experience as a plan checker or in building inspection or bylaw enforcement is considered an asset. Considerable knowledge of: the BC Building Code, bylaws, standards and regulations related to building construction; and of the theory, practices and procedures of plan checking in construction are required. Knowledge of building inspection/bylaw enforcement and of the geography of CVRD and the development area are considered an asset. Ability to: read and interpret building construction plans and drawings; read and interpret the BC Building Code, bylaws, standards and regulations related to building construction; use sound judgement when making decisions; establish and maintain courteous, tactful, diplomatic working relationships with other staff, the Regional Board Members, developers, contractors, homeowners and the general public; communicate effectively verbally and in written form; handle multiple priorities and a heavy workload; work effectively with minimal supervision as well as the ability to work as a team player; effectively operate in a Microsoft Office environment; and to operate standard office equipment including scanning and digitizing equipment are required.

**Hours of Work:** The hours of work are 35 hours/week Monday to Friday, 8:30 a.m. to 4:30 p.m. This position may be required to attend some evening and weekend meetings.

**Salary:** This is a unionized (CUPE Local 358) position and is compensated at a wage rate, in three steps, \$31.46 - \$32.36 - \$33.34 per hour (2016 rates). Flex time and a comprehensive benefit package are offered with this position.

**Applications:** Qualified applicants are invited to forward their resume in complete confidence quoting Competition **LUS17091-I/E before 4:30 p.m. on October 19, 2017**, to the Human Resources Division at [hr@cvrld.bc.ca](mailto:hr@cvrld.bc.ca) in either MSWord or pdf format, or to 175 Ingram Street, DUNCAN BC V9L 1N8, or by fax to (250)746-2522.