



Community

Integrity

Respect

Innovation

Passion

## 2018-PC2 Plan Checker 2 Building

*The goal of the City of Burnaby and its employees is to consistently deliver first class service and services to our community. With this in mind, we hire people who share the same passion, those with the drive and determination to grow with and contribute to our already exceptional team. People like you!*

The Plan Checker 2 is responsible for technical and clerical work on an auxiliary basis, checking small commercial, industrial and residential construction building plans for adherence to the building code, regulations and municipal bylaw requirements. An employee of this class examines plans, drawings and specifications for proposed small commercial, industrial and residential construction for adherence to regulations and issues building permits if requirements are met; answers enquiries and interprets building code, regulations and bylaws at the counter or over the telephone; prepares routine correspondence and reports related to activities; maintains records; and stores plans. Performs related work as required.

Qualifications include graduation from an Institute of Technology with a diploma in Building Technology, some experience related to building construction, some clerical experience; or an equivalent combination of training and experience. Knowledge of standard practices and materials used in building construction; of preparation and use of plans and specifications related to building construction. Some knowledge of bylaws related to electrical, plumbing, gas, licensing, health, signs and fire regulations. Ability to interpret plans and specifications quickly and accurately; to perform mathematical calculations; to deal effectively with contractors, architects, engineers, civic officials and the general public and to supervise subordinates; and to prepare routine correspondence and reports. Thorough knowledge of the building code, regulations and municipal bylaws. Building Officials' Association of British Columbia, Level 2 Qualification and Driver's License for the Province of British Columbia are required.

Hourly wage: \$31.62 + 12% in lieu of benefits.

**This position will remain open until filled.**

Check out our website at [www.burnaby.ca/careers](http://www.burnaby.ca/careers) to apply.

Please contact Human Resources at 604-294-7303 if you do not receive a confirmation email within one hour of submitting your application.

*We thank all applicants for their interest; however, only those considered for an interview will be contacted.  
Copies of relevant professional certificates, degrees, or tickets will be required at the time of the interview.*

