

## **Plan Checker I – Training Opportunity #473**

**Closing Date: Open Until Filled**

At the City of Kamloops, we believe in progressive and barrier free recruitment for everybody everyday. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big city amenities with small-town ambience. This is Kamloops!

*Let's make Kamloops shine! Join our team today.*

### **Position Overview**

A challenging and rewarding opportunity exists to join the City of Kamloops' Building Officials team in a Permanent, Full-Time Plan Checker I -Training Opportunity position! This position is responsible for examining and checking plans, drawings, and specifications within the scope of the BC Building Code, BC Plumbing Code and relevant bylaws and statutes. If you are someone, who shares our corporate values of resiliency, purpose, trust, inclusivity, health, and cooperation, and who wants to contribute to the development of their community in a meaningful way, then the Plan Checker I - Training Opportunity position may be a great fit for you!

The successful candidate must have the following qualifications:

1. Completion of senior secondary school or its equivalent.
2. Completion of a post-secondary diploma in Building or Architectural Technology or completion of a BC Trade Qualification (or equivalent).
3. Successful completion and passing of both Level I exams with the Building Officials' Association of BC within the first year of employment.
4. Currently enrolled and/or willingness to enroll and complete the Building Official In-Training program.
5. Minimum one-year's previous experience as a plan checker and/or working in a related field such as construction.

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 a police information check. A comprehensive benefits package is included with this position.

Please note, this position will remain open until filled.

Please see the attached job description for the fully qualified Plan Checker I position and for further information on the details around the training opportunity, please see the attached Training Opportunity Terms and Conditions.

### **Awarding of Training Opportunity:**

To be successful for this training opportunity, senior applicants must meet the above requirements. Applicants are able to participate in a maximum of three training opportunities within the Department.

### On-the-Job Experience and Training:

The most senior qualified candidate for this opportunity will be gaining experience towards becoming a fully qualified Plan Checker I. The exact length of the training opportunity may vary based on the previous education and experience of the successful candidate and the length of the position, but will be a maximum of one year.

### Pay Rate:

The successful applicant for this training opportunity will receive the pay rate of Pay Grade 10 (inside), \$34.16 per hour to start. After successful completion of the Training Opportunity, successful completion and passing of both Level I exams with the Building Officials' Association of BC, and being deemed fully qualified, the incumbent will move to a Pay Grade 11 (inside) as a fully qualified Plan Checker I.

### Time Commitment to the Position:

The successful candidate will be required to remain in the Plan Checker I position for a minimum of the amount of time it took the candidate to become fully qualified.

### Hourly Rate

\$34.16

### Hours & Days of Work

Monday - Friday 7:30 a.m. - 4:00 p.m. (summer) 8:00 a.m. - 4:30 p.m. (winter)

### Hours per Week

40

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone (250) 828-3439, email [hr@kamloops.ca](mailto:hr@kamloops.ca) or in person at 105 Seymour Street so we can better support you.

External job postings are open to everyone. We accept applications online; be sure to read the application instructions for each job you apply to.

We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements for each job you apply to and note that only those selected to participate in the recruitment process will be contacted.

## CITY OF KAMLOOPS

JOB TITLE: Plan Checker I

PAY GRADE: 11

### NATURE AND SCOPE OF WORK

Performs skilled plan checking work of a relatively complex nature under the general supervision of the Chief 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.

### ILLUSTRATIVE EXAMPLES OF WORK

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.

## REQUIRED SKILLS, ABILITIES, AND KNOWLEDGE

1. Considerable knowledge of the BC Building Code, BC Plumbing Code, and municipal bylaw standards and regulations related to Part 9 buildings.
2. Considerable knowledge of the theory, practices, and procedures of plan checking in construction.
3. Considerable knowledge of building construction methods and materials.
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 both Level I exams with the Building Officials' Association of BC and must obtain Level I certification within one year of starting in the position.
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.

## HOURS OF WORK

Normal day shift.

## Training Opportunity Terms & Conditions

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The City of Kamloops encourages career development and professional growth for its employees. Training postings (including training opportunities and "in-training" postings) allow staff the prospect of moving into an area of the City operations that they may not otherwise have the experience or qualifications to bid into.

To support this, the parties have adopted the following terms and conditions for training postings. To illustrate your acceptance of the terms and conditions, please initial each item and date and sign at the bottom.

### 1. MANAGEMENT/EMPLOYEE RESPONSIBILITIES

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The City recognizes that there is a joint responsibility for the development and success of the trainee. It is management's obligation to regularly monitor and assess the trainee's work to ensure that he/she is completing the requirements of the training. It is the employee's obligation to meet the commitments of the training posting, attend any training or educational sessions required and to participate in applicable duties at the workplace.

### 2. TRAINING TERMS

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Training terms may vary in length, based on the amount of experience that the successful qualified applicant brings to the position.

### 3. ACCESS TO TRAINING

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Employees will be allowed to access a maximum of two of the training types (training opportunity and/or in-training) during their employment with the City. The third training type, apprenticeship, will have a maximum of one opportunity.

Where the situation exists for an employee to pursue multiple opportunities related to a particular career path within a Division, consideration will be given on a case by case by the Employer to waive the access restrictions.

### 4. EMPLOYEE COMMITMENTS

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- a) Employees must commit to the training term stated on the posting.
- b) After completion of the training term, employees must remain in the position for the commitment term stated on the posting.
- c) For a period of one year after completing the training term, employees (unless they are otherwise employed full time outside of the classification), must accept any vacant shifts that should arise in the classification they have been trained in if that shift remains vacant after a posting or bid meeting process.

Any employee who does not fulfill the commitments of a training posting through his/her own actions will not be allowed access to any other training types in the future.

### **5. SENIORITY FOR TRAINEES**

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New employees hired for a training position will not obtain seniority during the training term. If confirmed in the position, seniority will be calculated as per the Collective Agreement and given to the employee at that time.

### **6. LAYOFF AND RECALL FOR TRAINEES**

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The trainee will be laid off before junior, fully qualified incumbents in the classification. The trainee will be recalled last after junior, fully qualified incumbents in the classification.

### **7. TRAINEE PROBATIONARY PERIODS**

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The probationary period for externally hired employees will be equivalent to the training term. As per Article 10(d), the employment of these employees may be terminated at any time during the probation period at the absolute discretion of the employer, provided however, that such discretion is not used in an arbitrary, perverse, or capricious manner.

Employees with seniority who do not fulfill the commitments of a training posting or who are deemed unsuccessful after passing probation will forfeit the right to return to his/her former position but will be allowed to use his/her seniority for one year to bid on another position.

The Union has agreed to consider requests for longer probationary periods based on the length of the training term and/or a trainee's progress.

### **8. OVERTIME CALL OUT**

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In the event of an overtime call out, fully qualified staff will be called first. Trainees may be considered at management's discretion.

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Employee

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Date