



CAREER OPPORTUNITY

Plans Checker

Temporary Full-Time – Pay Grade 10 (\$32.94 – \$35.72/hour – 2021 Rates)

The District of Oak Bay is a picturesque seaside community located within the Greater Victoria Region, with a population of +18,000. While offering all the amenities of a large metropolitan urban centre, Oak Bay has succeeded in maintaining all the peacefulness and charm of a small town. Residents enjoy an exceptional quality of life, with miles of spectacular West Coast shoreline, brilliant beaches, parks and greenspace, quaint tree-lined streets and vibrant, boutique villages just beyond their doorsteps.

The Community Building and Planning Services team is pleased to be recruiting a Plans Checker for a one-year term, with the potential for an extension or the position becoming permanent. The successful candidate will gain diverse experience related to building permit review and will work closely with applicants. If you thrive on providing guidance and advice to the public and applicants on building permit and zoning bylaw related items, this newly added position might be for you!

Working under the direction of the Director of Community Building and Planning Services, this technical role is responsible for the intake, review and processing of building permit applications and their compliance with the BC Building Code and other applicable bylaws and regulations. In addition, the Plans Checker performs inspections as required, and assists with other land use application processes.

Our ideal candidate has completed a diploma in Building Technology, Civil Technology, Applied Planning or a related discipline with two years' experience in municipal planning or plan checking plans, surveys and related material, in addition to Level I Building Inspection certification, experience in the use of recognized office computer software, including Tempest Prospero, Microsoft Office products, Bluebeam and GIS viewers, and a valid Class 5 BC Driver's License. This position is represented by CUPE Local 374.

In addition to a competitive salary, we offer a supportive and collaborative work environment, continued career and professional development opportunities, and the potential for flexible work arrangements. An employer of choice, the District of Oak Bay is committed to fostering a culture of empowerment, accountability, and teamwork.

If your qualifications and experience align with our needs, we want to hear from you! Please apply in confidence by **4:30pm on November 30, 2022** with a resume and cover letter to:

oakbayjobs@oakbay.ca

A detailed job description can be found on our website at <https://www.oakbay.ca/municipal-hall/employment-volunteering/employment>, which outlines in greater detail the key accountabilities and required qualifications.

The District has previously enacted a mandatory COVID-19 vaccination policy to safeguard the wellbeing of all employees. This policy may be reinstated based on the level of assessed risk to District employees or Provincial Health Order requirements.

*We thank you for your interest in working for the District of Oak Bay.
Only those selected for an interview will be contacted.*

The Corporation of the District of Oak Bay

Job Description



Job Title:	PLANS CHECKER	JEPE Number:	#1123
Department:	Municipal Hall	Pay Grade:	10 – Schedule A
Area:	Planning	Position Status:	Regular – Full Time
Location:	Municipal Hall	Position Type:	Union
Supervisor:	Director of Community Building and Planning Services	Last Updated:	November 2022

Job Purpose:

Under the general direction of the Director of Community Building and Planning Services, this technical position is responsible for the intake, review and processing of building permit applications and their compliance with the BC Building Code and other applicable bylaws and regulations; and performs inspections as required. Assists with other land use application processes. Provide information and advice to the public and applicants on building and zoning related items.

Duties and Responsibilities:

- Responsible for ensuring complete building permit package at the application stage.
- Reviews and processes building plans, site plans, specifications, and drawings for compliance with BC Building Code, zoning, and other municipal bylaws, and lists any identified nonconforming items on plans submitted for land use and building permit applications.
- Conducts zoning plan review functions for the department.
- Coordinates the review of plans with other municipal departments.
- Identifies any issues to be addressed as part of a land use or building permit application, including heritage status, archaeological and geotechnical concerns, flood construction levels, development permit areas, and design requirements.
- Calculates building permit fees.
- Conduct field reviews of construction for compliance with the BC Building Code, Zoning Bylaw, design, and other relevant bylaws.
- Maintains related files and records.
- Performs calculations and operates computers and office equipment.
- Provide planning, zoning, and building interpretation and assistance to homeowners, contractors and the public, including front counter and telephone inquiries.
- Performs other related duties as required.

Required Knowledge, Abilities & Skills:

- Considerable knowledge of BC Building Code, municipal bylaws, and other standards and regulations related to development, zoning and building construction.
- Considerable knowledge of the theory, practices, and procedures of plan checking in construction, with ability to read, analyze and interpret building plans, site plans, and other related material.
- Working knowledge of the standard practices and materials utilized in building construction.

- Working knowledge of the preparation and use of building plans and specifications.
- Working knowledge of safety regulations and procedures.
- Exercises good judgement in performing the duties of the position.
- Ability to tactfully and effectively work with architects, contractors, engineers and the public.
- Ability to coordinate development review process with other staff, contractors, and applicants.
- Ability to effectively communicate technical information orally and in writing, and strong proofreading skills.
- Excellent customer service skills.

Qualifications:

- Diploma in Building Technology, Civil Technology, Applied Planning or related discipline; with minimum two (2) years' experience in municipal planning or plan checking plans, surveys and related material; or an equivalent combination of training and experience.
- Level I Building Inspection certification
- Experience in the use of recognized office computer software, including Microsoft Office, Tempest, GIS and CAD programs.

Required Licenses, Certifications and Registrations

- Valid Class 5 driver's license.