

## **BUILDING PLAN CHECKER**

(Full Time)

The Municipality of North Cowichan (population 31,900) is located in the beautiful Cowichan Valley on Southern Vancouver Island, between Nanaimo and Victoria. Our communities of Chemainus, Crofton, Maple Bay and the South End are home to a multitude of artistic, cultural and outdoor recreational activities. The Municipality provides a stable and varied work environment, competitive pay and benefits.

We are inviting applications from candidates with the proven skills, qualifications and abilities for the position of Building Plan Checker on a full-time basis. If you are self-motivated, looking to take on a new challenge where you can make a difference, enjoy both responsibility and accountability with one of British Columbia's most inclusive and environmentally conscious municipalities, we look forward to receiving your application!


This position reports directly to the Chief Building Inspector and will be the primary contact for all front counter, email and phone inquiries, and submissions for the Building Department. Core responsibilities include, but are not limited to, reviewing Building Permit Applications while ensuring compliance with applicable building codes and responding to requests for property Building Permit history. The position is also expected to answer code-related questions and to review building plans, Building Permit Application design drawings for basic code compliance, and ensure all relevant documentation is included in order to create complete electronic file folders for applications.

Deployment to other duties may be required from time to time.

### Required Skills, Qualifications and Abilities:

1. Completion of Grade 12.
2. Certificate in building technology from a recognized educational institution or possession of a valid B.C. Ministry of Labour Certificate of Qualification-Carpentry.
3. Level 1 certification with the Building Officials' Association of B.C. or eligibility to achieve certification.
4. Possession and maintenance of a valid Class 5 B.C. Driver's License; a satisfactory current driver's abstract will be required.
5. General knowledge of municipal zoning bylaws.
6. Advanced level skills in Windows-driven network system including Microsoft Office programs, as well as demonstrable skills working with specialized computer and database programs (e.g. Tempest, Prospero).
7. Exceptional communication and interpersonal skills with the ability to work well with others, as well as respond to inquiries from the public and outside agencies in a friendly, professional and courteous manner.
8. Ability to establish and maintain effective working relationships with staff and external contacts.
9. Ability to provide administrative and technical guidance to staff.
10. Ability to exercise independent judgement, discretion and problem solve while handling sensitive and confidential information.
11. Ability to be organized, efficient and exercise superior attention to detail.
12. Ability to effectively prioritize and accurately manage several tasks simultaneously.

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This is a unionized position (CUPE Local 358) and the collective agreement may be viewed on our website.

Candidates being considered will be required to undergo a comprehensive evaluation of skills, qualifications, and abilities. The successful candidate will be required to undergo a police information check.

**To Apply:**

Visit the Municipality of North Cowichan Career Portal at [www.northcowichan.ca/jobs](http://www.northcowichan.ca/jobs) to apply for this position. Please note that all candidates must apply via the Career Portal; we do not accept resumes via email or hard copy.

**Application Deadline:**

4:30 p.m. Friday, February 23, 2024

