



2024-PC1 Plan Checker 1 *Planning and Development*

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!

This is technical and clerical work checking building plans for adherence to the building code, regulations and municipal bylaw requirements. An incumbent checks plans of proposed single and two family dwellings construction for compliance with the municipal bylaws and for compliance with the provincial building code; lists non-conforming items of submitted plans and discusses them with principals involved; prepares and issues building permits using applicable software applications; records and/or files plans submitted, applications for permits, and permits issued; answers counter and telephone enquiries concerning regulations and bylaws; provides information to Inspectors and other municipal employees concerning buildings under construction; prepares routine correspondence and reports related to activities; maintains records; 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 construction; or an equivalent combination of training and experience. Knowledge of municipal bylaws and provincial building code and regulations; the standard practices and materials employed in building construction; the preparation and use of building plans and specifications. Ability to interpret building construction plans rapidly and accurately; perform mathematical calculations; understand and execute oral and written instructions and to deal tactfully and effectively with contractors, architects/engineers and the general public; prepare routine correspondence and reports; use related software applications. A Building Officials' Association of British Columbia, Level 1 Qualification and a valid Driver's License for the Province of British Columbia are required.

Pay Rate: \$34.63 per hour + 12% in lieu of benefits

Schedule: This is an auxiliary position, hours and shifts are dependent on operational requirements and scheduled on an as needed basis. Typical shifts will be Monday to Friday, 8:00 AM – 4:00 PM.

Location: City Hall

Please apply online at www.burnaby.ca/careers. This posting will remain open until filled.

At the City of Burnaby, we are committed to fostering an inclusive and diverse workforce that authentically mirrors the vibrant community we proudly serve. We consistently embrace diversity and endeavor to build an inclusive workforce that celebrates the richness of our community. We warmly welcome applicants of all genders, ages, ethnicities, cultures, abilities, sexual orientations, and life experiences to join us in shaping a more vibrant and equitable future together.

Please contact People and Culture at **604-294-7303** if you do not receive a confirmation email within one hour of submitting your application online.