




# PLAN CHECKER 1 & 2, BUILDING TECHNICIAN (3 POSITIONS)

## Planning and Development PLAN CHECKING

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!

Community  Integrity  Respect  Innovation  Passion

The closing date for this competition has been extended until the positions are filled. New applications welcome!

### Competition No: 2024-231

The City of Burnaby is recruiting for multiple vacancies for Plan Checker 1, Plan Checker 2, and Building Technician with ample opportunity for professional development and advancement opportunities within Plan Checking. This is a great opportunity for mentorship, learning, and career growth. The work includes technical and clerical work checking building plans for adherence to the building code, regulations and municipal bylaw requirements. General supervision is received from a supervisor who reviews work performed to ensure conformance with departmental policies and procedures. A Plan Checker 1 examines plans for proposed single and two family dwellings construction and issues building permits when applicable regulations are satisfied. The work progressively becomes more complex in the position of Plan Checker 2 as a wider range of duties, types of buildings and degree of responsibility expands. A Plan Checker 2 examines plans for Part 9 buildings, for compliance with building code and regulations and municipal bylaws. The work continues to increase in complexity in the position of a Building Technician. The Building Technician examines plans for moderate complex Part 3 buildings; coordinates the processing of permit applications; and provides assistance to junior plan checkers as required. Responsibilities for all positions include preparing routine correspondence, reports related to activities, maintaining records and storing plans. Performs related work as required.

While we are currently recruiting for multiple positions, those at the more junior stages of their plan checking careers are encouraged to apply. All positions require knowledge of the preparation and use of building plans and specifications. Ability to interpret building construction plans rapidly and accurately. Ability to perform mathematical calculations. Ability to understand and execute oral and written instructions and to deal tactfully and effectively with related contacts. Ability to prepare routine correspondence and reports. Sound knowledge of municipal bylaws, provincial building code and regulations, building construction practices and materials is required for all positions.

Qualifications for all positions 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. A willingness to learn and grow within the Building Department is essential. Plan Checker 1 requires a Building Officials' Association of British Columbia, Level 1 Qualification or to be enrolled into Level 1 Building Official-in-Training Program (BOIT) and obtain qualification within 12 months. Plan Checker 2 requires Building Officials' Association of British Columbia, Level 2 Qualification or to be enrolled into Level 2 Building Official-in-Training Program (BOIT) and obtain qualification within 18 months. Building Technician requires Building Officials' Association of British Columbia, Level 3 Qualification or to be enrolled into Level 3 Building Official-in-Training Program (BOIT) and obtain qualification within 24 months. All positions require a Driver's License for the Province of British Columbia.

**SALARY:** PLAN CHECKER 1: \$5,270 – 5,491 – 5,719 – 5,957 – 6,200/month (Pay Grade 19)  
PLAN CHECKER 2: \$5,719 – 5,957 – 6,200 – 6,460 – 6,730/month (Pay Grade 21)  
BUILDING TECHNICIAN: \$6,200 – 6,460 – 6,730 – 7,011 – 7,319/month (Pay Grade 23)

**STATUS:** Regular Full Time

**LOCATION:** City Hall

**SCHEDULE:** 70 hours bi-weekly; Monday to Friday from 8:00 AM – 4:45 PM (Nine-Day Fortnight)

**SPECIAL NOTES:** Normal for CUPE 23 Inside Division Collective Agreement

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.

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

Reference: 50010993, 50010994, 50010995

Apply online at [www.burnaby.ca/careers](http://www.burnaby.ca/careers)

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