



**THE CORPORATION OF THE CITY OF NORTH VANCOUVER**  
**ASSISTANT PLAN CHECKER 1 (BUILDING OFFICIAL – LEVEL 1)**  
**Temporary Full-Time**

The City of North Vancouver is the urban core of the beautiful North Shore and has a long-term vision to be “The Healthiest Small City in the World”, with five key priorities to be a City for People, a Resilient City, a Vibrant City, a Connected City and a Prosperous City.

The Planning and Development department is currently recruiting for a temporary full-time Assistant Plan Checker 1 until approximately October 20, 2025.

In this position you will be responsible for the plan review of sign installations, residential dwellings, secondary suites and ancillary structures to ensure compliance with the provincial building code and municipal bylaws such as Zoning, Building, Plumbing by-laws and building codes. You will provide information, interpretation and assistance to home owners, contractors and the general public on permit applications, bylaw requirements, related regulations and codes and will discuss plans, proposed projects and non-conformance issues to clarify problem areas and work to resolution.

You will have Level 1 Qualification with BOABC or be able to be enrolled in the Building Official-in-Training Program (BOIT) and commit to becoming “Qualified” within a required timeline. The completion of the 12<sup>th</sup> school grade including or supplemented by courses related to the work (such as a Diploma of Technology in Building or a related discipline), plus related experience in municipal plan checking and/or in the building construction industry, or an equivalent combination of education and experience is required. You will have strong customer service and communication skills, effective problem solving skills and the ability to establish and maintain effective working relationships across a variety of stakeholders. Thorough knowledge of related bylaws, acts, and regulations and the ability to read plans, surveys, and related material will be necessary. Computer literacy in MS Office as well as electronic permit processing software will be considered a strong asset.

For temporary full-time positions of 8 months or longer, a City employee who is successful on the posting will have the right to revert to their former position.

**Salary:**

\$39.14 to 46.07 per hour  
(Pay Grade 22 – January 2024 rates)

**Hours of Work:**

The City of North Vancouver currently works on a compressed work schedule of 8:30 a.m. to 5:00 p.m., Monday to Friday, with one scheduled day off (Monday or Friday) approximately each three-week scheduling cycle.

If you are passionate about making the City of North Vancouver an even greater place to live, work and play, apply on-line through the Career Portal at [www.cnv.org](http://www.cnv.org) by **July 12, 2024**.

Thank you for your interest in the City of North Vancouver.

*We respectfully acknowledge that we live and work on the traditional and unceded territories of the Sḵw̱x̱ wú7mesh Úxwumixw (Squamish Nation) and səliłwətał (Tsleil-Waututh Nation). The City of North Vancouver is committed to Reconciliation with these Nations, who have lived on these lands since time immemorial.*

Posting: 2024-0106

July 5, 2024

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