

	Title: Plan Checker/Inspector	July, 2019
	<i>Department:</i> Development Services	
	<i>Classification:</i> CUPE	<i>Pay Grade:</i> 28

Nature and Scope of Work

The Plan Checker/Inspector reports to the Chief Building Inspector and is responsible for the review of plans accompanying applications for a variety of construction projects and coordination of the processing of applications through City departments. The incumbent also conducts building inspections as required.

Performance is reviewed by the Chief Building Inspector in terms of effective services provided including the ability to meet deadlines and priorities, the implementation of sound practices, and the quality of service rendered to the public and industry.

Illustrative Examples of Work

Reviews plans accompanying applications for commercial, industrial, multi-and single family residential building permits to ensure structures comply with the B.C. Building Code and City bylaws and related statutes in effect in the City.

Ensures the consistent interpretation and application of the Building Code and related by-laws on an ongoing basis.

Provides interpretations, explanations and advice on problems, unusual projects and preliminary development proposals with architects, engineers, contractors, owners, City staff and various other internal and external contacts.

Coordinates the processing of building permit applications through relevant City departments; identifies the need for additional submissions and approvals such as specialist reports; checks specialist reports and covenants; ensures all necessary approvals; recommends the issuance of building permits.

Assists with the inspection of building projects during construction, alterations or repair to ensure compliance with approved plans, established by-laws, acts, codes, standards and regulations; inspects new and existing business premises to ensure compliance with codes, by-laws and regulations.

Prepares reports and correspondence on activities as required.

Performs related work as required.

Required Knowledge, Abilities and Skills

Thorough knowledge of the British Columbia Building Code, City by-laws, policies and regulations, including Workers' Compensation Legislation.

Sound knowledge of building construction methods, materials and techniques.

Ability to interpret regulations accurately and to enforce regulations with firmness and tact.

Ability to establish and maintain effective working relationships with all City staff and other external contacts such as government officials, outside agencies, architects, trades, contractors, engineers and other members of the public.

Ability to read and interpret construction plan and drawings, detect errors and deficiencies and recommend changes and corrections as required.

Ability to establish priorities and meet deadlines.

Ability to write clear, concise letters and reports.

Desirable Training and Experience

Graduation from a diploma program at an Institute of Technology in building technology and a minimum of 2 years experience as a Plan Examiner in a city/municipality in the Province of BC with a primary focus on Part 3 buildings,

Required Licences, Certificates and Registrations

Valid Class 5 B.C. Driver's Licence

Level 3 Building Official Certification from the Building Officials' Association of B.C.