

**BUILD A CITY.
BUILD A FUTURE.**
HELP US BUILD A WORLD-CLASS CITY.



RESIDENTIAL PLAN REVIEWER - PLAN CHECKER 1

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.*

SCOPE

The Planning & Development Department's Building Division team has a regular full-time opportunity for the position of Plan Checker 1. Reporting to the Building Manager, the Plan Checker 1 will leverage their experience and knowledge of the BC Building Code and other codes and standards, bylaws and regulations to act as a key technical resource to the Building Department and members of the public. This is a technical position responsible for information services and the processing and reviewing of building permit applications, plans and specifications for single family dwellings, duplex, buildings and related accessory building construction. The incumbent reviews the proposed building designs, materials and devices for compliance with related by-laws, regulations and codes.

EMPLOYMENT STATUS

Union - CUPE Local 402 - Regular Full-Time

RESPONSIBILITIES

As a member of the Planning and Development Department's Building Division team, you will be primarily responsible for the following duties in relation to single family dwellings, duplexes, and related accessory building construction.

- Reviewing of proposed building designs, materials, and devices for compliance with related Bylaws, regulations, and Codes.
- Processing, accepting, or rejecting proposed building construction plans.
- Providing information and services to the public on technical, regulatory, and Building Code requirements.
- Preparing related correspondence and reports.
- Performing other related duties as required.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers



BUILD A CITY. BUILD A FUTURE.



QUALIFICATIONS

- Diploma in Building Technology and related experience, or an equivalent combination of training and experience.
- Familiarity and experience working with Part 9 of the BC Building Code is an asset.
- Level I Certification from the Building Officials Association of BC, or equivalent is an asset.

Some of the essential knowledge, skills, and abilities that the successful candidate will possess include:

- The ability to communicate effectively both orally and in writing.
- Use tact when dealing effectively with developers, contractors, and other members of the public.
- Skilled in reading and interpreting building construction plans and drawings.
- Relevant knowledge of Bylaws, regulations, Codes, policies, procedures, and standards.

OTHER INFORMATION

Pay Grade: 21

Hourly Rate: \$ 37.91

Pay Steps	Hourly Rate
Step 1	\$37.91
Step 2 (6 Months)	\$38.98
Step 3 (18 Months)	\$40.60
Step 4 (30 Months)	\$42.19

This position to remain posted until March 14, 2024.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers

