



BUILD A CITY. BUILD A FUTURE.



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 is seeking a self-motivated collaborator to join their team as a Plan Checker 1. Reporting to the Residential Building Permit Approvals Manager, you will utilize your experience and knowledge of residential building construction to review, process, and approve building permit applications for single family dwellings, duplexes, small scale multi-unit housing, accessory buildings and structures. Working as part of a team you will complete regulatory reviews of proposed building designs and supporting documents to ensure substantial compliance with City bylaws and provincial building regulations. In this technical role you are the key resource for permit applicants in the building permit approval process.

EMPLOYMENT STATUS

Union - CUPE Local 402 - Term (12 Months)

RESPONSIBILITIES

As a member of the Building Division team, you will be primarily responsible for the review, coordination and approval of building permits for single family dwellings, duplexes, small scale multi-unit housing, accessory buildings and structures. To fulfill these responsibilities, you will actively:

- Review proposed building designs and documents for substantial compliance with related bylaws and building regulations.
- Collaborate and coordinate with other City Divisions and Departments to facilitate the building permit approval process.
- Provide information and services to the public on technical, regulatory, and Building Code requirements.
- Prepare related correspondence and reports.
- Perform other related duties as required.

QUALIFICATIONS

- Diploma in Building Technology and related experience, or an equivalent combination of training and experience.
- Familiarity and experience working with residential design and/or building construction with a focus on Part 9 of the BC Building Code is an asset.
- Building Level I Qualification from the Building Officials' Association of BC, or equivalent is an asset.

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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 (2024 Rates)

Pay Steps	Hourly Rates
Step 1	\$37.91/HR
Step 2 (6 months)	\$38.98/HR
Step 3 (18 months)	\$40.60/HR
Step 4 (30 months)	\$42.19/HR

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