

BUILD A CITY. BUILD A FUTURE.



PLAN REVIEWER 2, 3 or 4 – Special Project (Flexible Work Arrangements)

AUXILIARY

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.

EMPLOYMENT STATUS

Union – CUPE Local 402 – Auxiliary

SCOPE

The City is seeking experienced **Plan Checkers** to assist with expediting permit processing over a temporary period of **4 to 6 weeks**. This work may be completed **remotely**, with flexibility to work during **regular business hours, evenings, or weekends**. In this role, you will be responsible for reviewing and processing building permit applications, plans, and specifications for a range of residential developments, including:

- Single-family dwellings
- Duplexes
- Small-scale multi-unit housing
- Rowhouses and townhouses
- Accessory buildings and structures

This is an excellent opportunity for qualified professionals to contribute to high-priority work in a flexible, short-term capacity.

RESPONSIBILITIES

- Review proposed building designs and documents for substantial compliance with related bylaws and building regulations.
- Coordinate building permit processing requirements with other divisions, departments and regulatory agencies.
- Provide technical advice, assistance, interpretation and information to the general public, contractors, owners, and registered professionals on matters related to building permit applications.
- Investigate complaints related to the building permit application review process and recommend appropriate action.
- Performs other related duties as required.

QUALIFICATIONS

- Completion of Grade 12, supplemented by a Diploma in Building Technology.
- Minimum of five (5) years' experience in a related supervisory role.
- Minimum three (3) years' experience as a plan reviewer for complex developments.
- Level III Certificate from the Building Official's Association of BC or equivalent.
- Professional designation as a Registered Building Official or equivalent.
- An equivalent combination of education and experience may be considered.

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OTHER INFORMATION

Salary placement will be determined based on job-related knowledge, skills, and experience, and may fall within the range of Pay Grade 24 , PG 27 or PG 29:

Pay Grade: 24 (2024 rates)

Pay Steps	Hourly Rates
Step 1	\$42.19
Step 2 (6 months)	\$43.77
Step 3 (18 months)	\$45.61
Step 4 (30 months)	\$47.52

Pay Grade: 27 (2024 rates)

Pay Steps	Hourly Rates
Step 1	\$47.52
Step 2 (6 months)	\$49.52
Step 3 (18 months)	\$51.52
Step 4 (30 months)	\$53.84

Pay Grade: 29 (2024 rates)

Pay Steps	Hourly Rates
Step 1	\$51.52
Step 2 (6 months)	\$53.84
Step 3 (18 months)	\$55.86
Step 4 (30 months)	\$58.40

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