

# BUILD A CITY. BUILD A FUTURE.

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## PLAN REVIEWER 2

REGULAR FULL-TIME

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 – Regular Fulltime

### SCOPE

The Planning & Development Department's Building Division is seeking a self-motivated collaborator to join their team as a Plan Reviewer 2. Reporting to the Building Permit Approvals Manager, you will utilize your experience and knowledge of building construction to review, process, and approve building permit applications for Part 9 buildings. 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.

### RESPONSIBILITIES

As a member of the Building Division team, you will be primarily responsible for the review, coordination and approval of building permits for applications under the New Residential & Additions Team or the Tenant Improvement Team. 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

- Completion of Grade 12 supplemented by a Diploma in Building Technology or a relevant Red Seal Trade Certificate and considerable experience in plan review. An equivalent combination of education and experience may be considered.
- Qualified as a Level 2 Building Official, under the Building Act General Regulation, through the Building Officials' Association of BC. or be an exempt person under the Building Act, as a professional engineer or registered architect.
- Valid BC driver's license with a safe driving record.

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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.
- Strong organizational skills and attention to detail to aid in handling multiple priorities and tight deadlines.
- Established judgement and decision-making skills to support plan review decisions and ability to make recommendations.
- Skilled in reading and interpreting building construction plans and drawings.
- Relevant knowledge of Bylaws, regulations, Codes, policies, procedures and standards.

## OTHER INFORMATION

Pay Grade: 25

Hourly Rate: \$43.77 (2024 Rates)

| Pay Steps          | Hourly Rates |
|--------------------|--------------|
| Step 1             | \$43.77      |
| Step 2 (6 months)  | \$45.61      |
| Step 3 (18 months) | \$47.52      |
| Step 4 (30 months) | \$49.52      |

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