

BUILD A CITY. BUILD A FUTURE.



PLAN REVIEWER 3 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 Full-Time: 2 positions

SCOPE

As a member of the Planning and Development Department's Building Division team you will be responsible for the processing and plan review of building permit applications for institutional, assembly, high-rise, and complex commercial and industrial buildings and related construction. 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 Complex Buildings Team or the Tenant Improvement Team. To fulfill these responsibilities, you will actively:

- Ensuring that the proposed building designs, materials, and devices comply with related By-laws, regulations and Codes.
- Carry out site visits and provide assistance to building inspectors when requested.
- Provide technical and regulatory advice on By-laws, Codes and related requirements to the public.
- Provide technical assistance to other plan checking staff.
- Use effective oral and written communication skills to provide information services and advise of approvals and rejections for proposed building construction plans.
- Read and interpret building construction plans and drawings.
- Calculates and determines related fees and cost charges.
- Performs other job related duties as required.

QUALIFICATIONS

- Completion of Grade 12 supplemented by a Diploma in Building Technology or relevant Red Seal Trade Certificate and considerable experience in all areas of plan review. An equivalent combination of training and experience.

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- Qualified as a Level 3 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.
- Holds a Registered Building Official, Professional Engineer, or Registered Architect designation through either the Building Officials' Association of BC, Engineers and Geoscientists of BC, or the Architectural Institute of BC.
- Valid BC Driver's License with safe driving record.

OTHER INFORMATION

Pay Grade: 27

Hourly Rate: \$47.52

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

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