

PLAN CHECKER 1, 2 AND BUILDING TECHNOLOGIST

Planning and Development



Community · Integrity · Respect · Innovation · Passion

Applications are invited for the following position as of December 8, 2025 and must be received by **Wednesday, December 17, 2025** quoting:

Competition No: 2025-349

This position works in the Plan Checking organizational unit. The City of Burnaby is recruiting for a Plan Checker 1, Plan Checker 2 or Building Technologist with ample opportunity for professional development and advancement opportunities within Plan Checking. This is a great opportunity for mentorship, learning, and career growth. The work includes technical and clerical work checking building plans for adherence to the building code, regulations and municipal bylaw requirements. General supervision is received from a supervisor who reviews work performed to ensure conformance with departmental policies and procedures. A Plan Checker 1 examines plans for proposed single and two family dwellings construction and issues building permits when applicable regulations are satisfied. The work progressively becomes more complex in the position of Plan Checker 2 as a wider range of duties, types of buildings and degree of responsibility expands. A Plan Checker 2 examines plans for Part 9 buildings, for compliance with building code and regulations and municipal bylaws. The work continues to increase in complexity in the position of a Building Technologist. A Building Technologist examines plans for moderate complex Part 3 buildings; coordinates the processing of permit applications; and provides assistance to junior plan checkers as required. A Building Technologist may also examine plans for complex constructions, alterations and additions to buildings and structures for compliance with building and fire codes, regulations and bylaws; coordinates the processing of permit applications; provides interpretation of the building code, regulations, bylaws and City planning guidelines; and provides assistance to Plan Checkers as required. Responsibilities for any of these positions include preparing routine correspondence, reports related to activities, maintaining records and storing plans. Performs related work as required.

Applicants who are at the more junior stages of their plan checking careers are encouraged to apply. All positions require knowledge of the preparation and use of building plans and specifications. Ability to interpret building construction plans rapidly and accurately. Ability to perform mathematical calculations. Ability to understand and execute oral and written instructions and to deal tactfully and effectively with related contacts. Ability to prepare routine correspondence and reports. Sound knowledge of municipal bylaws, provincial building code and regulations, building construction practices and materials is required for all positions.

Qualifications for any of these positions include Graduation from an Institute of Technology with a diploma in Building Technology, some experience related to construction; or an equivalent combination of training and experience. A willingness to learn and grow within the Building Department is essential. Plan Checker 1 requires a Building Officials' Association of British Columbia, Level 1 Qualification or to be enrolled into Level 1 Building Official-in-Training Program (BOIT) and obtain qualification within 12 months. Plan Checker 2 requires Building Officials' Association of British Columbia, Level 2 Qualification or to be enrolled into Level 2 Building Official-in-Training Program (BOIT) and obtain qualification within 18 months. Building Technologist requires Building Officials' Association of British Columbia, Level 3 Qualification or to be enrolled into Level 3 Building Official-in-Training Program (BOIT) and obtain qualification within 24 months. All positions require a Driver's License for the Province of British Columbia.

SALARY:	PLAN CHECKER 1: \$5,719 – 5,957 – 6,200 – 6,460 – 6,730/month (Pay Grade 21) (2024 rates) PLAN CHECKER 2: \$6,200 – 6,460 – 6,730 – 7,011 – 7,319/month (Pay Grade 23) (2024 rates) BUILDING TECHNOLOGIST: \$6,730 – 7,011 – 7,319 – 7,629 – 7,946/month (Pay Grade 25) (2024 rates) (Class Specification and pay grade under review)
STATUS:	Temporary Full Time until December 31, 2026
LOCATION:	City Hall
SCHEDULE:	70 hours bi-weekly; Monday to Friday from 8:00 AM – 4:45 PM (Nine-Day Fortnight)
SPECIAL NOTES:	Subject to the Letter of Understanding dated April 4, 2018 and March 11, 2025; otherwise, Normal for CUPE 23 Inside Division Collective Agreement

Copies of relevant professional certificates, degrees, or tickets will be required at the time of the interview. Please contact People and Culture at **604-294-7303** if you do not receive a confirmation email within one hour of submitting your application online at www.burnaby.ca/careers. We thank all applicants for their interest; however, only those considered for an interview will be contacted.

We respectfully acknowledge that the City of Burnaby is located on the unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), səlilwətaʔ (Tsleil-Waututh), and kʷikʷəɬəm Peoples (Kwkwetlem). Each Nation has distinct histories and distinct traditional territories that fully or partially encompass the city. We encourage you to learn more about the Host Nations whose ancestors have occupied and used these lands, including parts of present-day Burnaby, for thousands of years. We are grateful to be on this territory as we dedicate ourselves to creating an inclusive and diverse workforce that reflects our vibrant community and welcomes applicants of all backgrounds, genders, ages, ethnicities, abilities, sexual orientations, and life experiences.

Reference: 50011599

