

The Corporation of the District of Oak Bay

Job Description



Job Title:	PLANS CHECKER	JEPE Number:	#1123
Department:	Municipal Hall	Pay Grade:	10 – Schedule A
Area:	Planning	Position Status:	Regular – Full Time
Location:	Municipal Hall	Position Type:	Union
Supervisor:	Director of Community Building and Planning Services	Last Updated:	November 2022

Job Purpose:

Under the general direction of the Director of Community Building and Planning Services, this technical position is responsible for the intake, review and processing of building permit applications and their compliance with the BC Building Code and other applicable bylaws and regulations; and performs inspections as required. Assists with other land use application processes. Provide information and advice to the public and applicants on building and zoning related items.

Duties and Responsibilities:

- Responsible for ensuring complete building permit package at the application stage.
- Reviews and processes building plans, site plans, specifications, and drawings for compliance with BC Building Code, zoning, and other municipal bylaws, and lists any identified nonconforming items on plans submitted for land use and building permit applications.
- Conducts zoning plan review functions for the department.
- Coordinates the review of plans with other municipal departments.
- Identifies any issues to be addressed as part of a land use or building permit application, including heritage status, archaeological and geotechnical concerns, flood construction levels, development permit areas, and design requirements.
- Calculates building permit fees.
- Conduct field reviews of construction for compliance with the BC Building Code, Zoning Bylaw, design, and other relevant bylaws.
- Maintains related files and records.
- Performs calculations and operates computers and office equipment.
- Provide planning, zoning, and building interpretation and assistance to homeowners, contractors and the public, including front counter and telephone inquiries.
- Performs other related duties as required.

Required Knowledge, Abilities & Skills:

- Considerable knowledge of BC Building Code, municipal bylaws, and other standards and regulations related to development, zoning and building construction.
- Considerable knowledge of the theory, practices, and procedures of plan checking in construction, with ability to read, analyze and interpret building plans, site plans, and other related material.
- Working knowledge of the standard practices and materials utilized in building construction.

<ul style="list-style-type: none"> • Working knowledge of the preparation and use of building plans and specifications. • Working knowledge of safety regulations and procedures. • Exercises good judgement in performing the duties of the position. • Ability to tactfully and effectively work with architects, contractors, engineers and the public. • Ability to coordinate development review process with other staff, contractors, and applicants. • Ability to effectively communicate technical information orally and in writing, and strong proofreading skills. • Excellent customer service skills.
Qualifications:
<ul style="list-style-type: none"> • Diploma in Building Technology, Civil Technology, Applied Planning or related discipline; with minimum two (2) years' experience in municipal planning or plan checking plans, surveys and related material; or an equivalent combination of training and experience. • Level I Building Inspection certification • Experience in the use of recognized office computer software, including Microsoft Office, Tempest, GIS and CAD programs.
Required Licenses, Certifications and Registrations
<ul style="list-style-type: none"> • Valid Class 5 driver's license.