



CITY OF  
PRINCE GEORGE

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# JOB DESCRIPTION

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**JOB TITLE:** PLAN CHECKER **SCHEDULE:** B  
**DIVISION:** DEVELOPMENT SERVICES **PAYGRADE:** B16-B21  
**DEPARTMENT:** PLANNING AND DEVELOPMENT

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## **JOB SUMMARY:**

Plan Checkers are responsible for plan checking, issuing building / demolition / plumbing / sign permits and continually enforcing residential, commercial, industrial and institutional developments to ensure substantial compliance with the BC Building Code (BCBC), provincial and federal regulations and City bylaws. Plan Checkers are also responsible for providing advice on a wide variety of construction matters. Incumbents may progress to higher level Plan Checker positions as the requisite certification and experience are obtained. The work is similar at all certification and experience levels but as incumbents achieve higher levels of BOABC certification, the work becomes increasingly complex and increased independent judgement and complex problem solving are required. Performs related duties.

## **MAJOR RESPONSIBILITIES:**

**Under general supervision of the Supervisor, Subdivision and Building Inspection:**

### **PLAN CHECKER 1 (B16):**

**Provides efficient service and professional expertise on building inspection to customers and the community by:**

- reviewing building / sign permit applications, plans and specifications as required;
- plan checking and issuance of building permits, and ongoing enforcement of all buildings regulated by the BCBC Part 9 (one and two-family buildings);
- plan checking and issuance of sign permits, and ongoing enforcement of all signs to ensure compliance with the BCBC and City bylaws;
- discussing low-to-mid level construction issues with owners and contractors and offering advice concerning desirable outcomes;
- maintaining records of enforcement actions taken and permits issued;
- assisting higher level Plan Checkers as directed; and performing other related duties as required and assisting with the workload of the Division

### **QUALIFICATIONS:**

**Education:** Journeyman's Ticket or Trade Qualification in carpentry OR completion of a recognized technical school diploma program in building or construction technology. Completion of the BOABC Certification Level I.

**Experience:** A minimum three years' directly related experience.

**MUST OBTAIN:** BOABC Certification Level II within 36 months of appointment.

### **PLAN CHECKER 2 (B18):**

**The responsibilities of a Plan Checker 2 are the same as Plan Checker 1 with the following additional responsibilities:**

- reviewing demolition / plumbing permit applications, plans and specifications as required;
- plan checking and issuance of demolition / plumbing permits, and ongoing enforcement of all buildings regulated by the BCBC Part 9 (one and two-family buildings);
- discussing mid-to-high level construction issues with owners and contractors and offering advice concerning desirable outcomes.
- plan checking, issuance of building / demolition / plumbing permits and ongoing enforcement of all buildings regulated by the BCBC Part 9 (including small commercial buildings); and
- assisting in the training and professional development of lower level Plan Checkers.

**Education:** Journeyman's Ticket or Trade Qualification in carpentry OR completion of a recognized technical school diploma program in building or construction technology. BOABC Certification Level II.

**Experience:** A minimum of five years of experience working knowledge and enforcement of the BC Building Code, and building, zoning, sign and business license bylaws.

**MUST OBTAIN:** BOABC Certification Level III within 48 months of appointment.

**Knowledge & Skills:** As listed at end of document.

### **PLAN CHECKER 3 (B21):**

**The responsibilities of Plan Checker are the same as Plan Checker 1 and 2 with the following additional responsibilities:**

- plan checking, issuance of building / demolition / plumbing permits and ongoing enforcement of all buildings regulated by the BCBC Part 3; and
- assisting in the training and professional development of lower level Plan Checkers.

**Education:** Journeyman's Ticket or Trade Qualification in carpentry OR completion of a recognized technical school diploma program in building or construction technology. BOABC Certification Level III.

**Experience:** A minimum of seven years of experience working knowledge and enforcement of the BC Building Code, and building, zoning, sign and business license bylaws.

**Knowledge & Skills:** As listed at end of document.

**Knowledge & Skills (all levels):** Considerable knowledge of the BC Building Code, provincial and federal regulations and City bylaws concerning development, construction, alteration and repair of buildings and structures. Considerable knowledge of building, zoning, sign and business license bylaws including how they relate to each other and the BC Building Code. Ability to read and understand technical reports and specifications. Strong problem-solving, de-escalation, conflict resolution, enforcement and investigative skills. Exceptional ability to self-motivate and to function with minimum direction and supervision. Ability to establish and maintain positive and respectful working relationships with members of the public, contractors, government agencies, regulatory agencies and other City staff. Ability to exercise sound technical judgement in gaining compliance. Ability to deal courteously, respectfully, tactfully and diplomatically with members of the general public as well as internal and external customers. Excellent written and verbal communication skills. Demonstrated technical writing skills. Demonstrated commitment to customer service. Ability to work within, and contribute to, a collaborative team environment. Knowledge and sufficient skill with computer applications pertaining to the work. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Driver's license:

No.

Vehicle Usage:

No.

Police Information Check:

Yes. As a condition of employment, the incumbent must be able to obtain and maintain a clear RCMP police information check for offenses related to the position.

Prepared by:  
Date prepared:  
Revised by:  
Date revised:

Bennett / Bourret  
July 2015  
Bennett / Bourret  
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