


<p>D</p> <p>CITY OF LANGLEY</p> 	<i>Title:</i> <b>Supervisor – Plan Review</b>	<i>Date:</i> June 2021
	<i>Department:</i> Development Services	
	<i>Classification:</i> Inside	<i>Pay Grade:</i>
	<i>Date Signed Off by the Union:</i>	

### **Nature and Scope of Work**

This is supervisory, regulatory, technical and enforcement work in directing the day-to-day operation of the plans review function of the Building Division, involving the review, processing and issuance of building permit applications for all building types, ensuring compliance has been achieved in regards to the B.C. Building Code and related City bylaws. The work involves mentoring, planning, assigning, coordinating, supervising and reviewing the work of technical subordinates and providing technical advice or decisions on unusual and complex plan reviewing assignments. The position coordinates the work of the Section with other departmental activities, performing plan reviewing of the more complex construction projects regulated under Part 3 of the B.C. Building Code, and providing advice and assistance to a variety of internal and external contacts. The position exercises considerable independence of judgement and action in the interpretation and enforcement of the bylaws and in the supervisory and technical aspects of the work, discussing unusual, controversial and policy matters with a superior who reviews performance in terms of adherence to department policy and accomplishment of objectives.

### **Illustrative Examples of Work**

Plans, assigns, coordinates the day-to-day activities of the Plan Review Division; supervises the work of technical subordinates engaged in the examination of plans, drawings and specifications of proposed construction to ensure compliance with applicable bylaws, building codes and related regulations; trains, mentors, provides guidance to subordinates; provides input on performance assessments; provides technical advice or decisions on unusual or complex problems and on bylaw or on building regulation interpretations; reviews plans examined by subordinates.

Performs plan reviews for the more complex commercial, industrial, assembly, and institutional projects regulated under Part 3 of the B.C. Building Code to ensure that proposals comply with applicable codes, bylaws, standards and regulations; performs plan reviews for the less complex projects as required.

Discusses plans, proposed projects and non-conformance issues with applicants, architects, engineers, contractors, building inspectors and Fire Department staff, as required; clarifies

problem areas; interprets and explains B.C. Building Code and City regulations and bylaws and; explains needed revisions to facilitate conformance to same.

Coordinates the activities of the plan review function with other departmental activities and the processing of applications through relevant City Departments to ensure that the necessary approvals and recommendations are obtained in a timely fashion; liaises with relevant departments to facilitate this process.

Explains and interprets applicable policies, procedures, standards, bylaws regulations and codes to the public; liaises and provides technical advice to other departments and to the public; discusses the more complex project plans with architects, engineers, contractors and other internal and external parties concerned on the interpretation of the B.C. Building Code, construction methods and City bylaws; maintains liaison with other departments; refers plans as required.

Supervises the submission and approval of all building, sign, liquor licence and change of use permit submissions and approvals.

Evaluates Alternative Solutions and provides recommendations to the Manager on acceptance or rejection; coordinates and leads meetings with Professionals to discuss proposed Alternative Solutions.

Develops and implements procedures and policies for the plan review section to ensure the smooth and efficient processing of plans received.

Prepares and maintains a variety of records, reports, and correspondence, as required; attends division meetings and provides input on issues, priorities and concerns; responds to general email, telephone and counter inquiries; participates in the development of budget requirements related to area of responsibility; as assigned, gathers information on specific issues.

Coordinates and leads meetings related to the Building Code and inspection requirements, including pre-construction meetings with internal departments and staff such as Building and Fire Departments, Professionals and owners of complex buildings for the review of proposed or difficult projects and provides guidance.

Plan review and inspection of sprinkler systems and Level 1 plumbing systems in accordance with NFPA standards and the B.C. Building Code.

Represents the City on external committees; may participate in the coordination of public safety inspection, fire damage assessment and other activities.

Performs building and licencing inspection duties, as required.

Performs related work as required.

## **Required Knowledge, Abilities and Skills**

Considerable knowledge of the B.C. Building Code related to all Levels of Buildings; Part 9 and Part 3 Buildings.

Thorough knowledge of the applicable sections of bylaws, codes, acts, standards and regulations and of divisional and departmental policies and procedures governing the work performed and pertaining to the building trade.

Considerable knowledge of the methods, practices and materials used in the construction, repair and alteration of all types of buildings.

Working knowledge of the British Columbia Fire Code and Fire Services Act.

Working knowledge of the Local Government Act and Community Charter.

Ability to plan, assign, review, coach, supervise the work of subordinates and provide guidance, advice and training to staff within the Department.

Ability to read, understand and interpret plans, drawings and specifications, to understand related technical data and to specify corrections and changes where required.

Ability to understand and apply the applicable sections of the Code pertaining to building design, structural components and construction of Part 3 and Part 9 buildings.

Ability to provide clear, concise interpretation of the B.C. Building Code to staff and external customers.

Ability to establish and maintain effective working relationships with a wide variety of internal and external contacts and to explain and interpret applicable policies, procedures, standards, bylaws, regulations and codes.

Ability to enforce regulations with firmness and tact.

Ability to write clear, concise letters and reports.

Ability to prepare and maintain records, reports and correspondence and to participate in the development of policies, procedures and bylaws.

Ability to understand and apply the fundamental code concepts to building design and construction of all building types.

Ability to establish priorities and meet deadlines.

### **Desirable Training and Experience**

Completion of a Diploma in Building Technology from a recognized post-secondary institution, supplemented by related courses, plus considerable related experience in the building, architectural, engineering field, or municipal field, including supervisory experience; or an equivalent combination of training and experience.

### **Required Licences, Certificates and Registrations**

BOABC Level 3 Qualification.

POABC Level 1 Qualification.

Registration as a Building Official.

Driver's Licence for the Province of British Columbia.