



Position Title: Building and Planning Administrative Assistant

Department: Building, Planning and By-Law

Reports To: Chief Building Official

Status: Permanent Full Time

This job description is: New Revised X

Job Summary:

Reporting to the Chief Building Official (CBO), the Administrative Assistant to the Building, Planning and By-Law Departments is responsible for assisting with building department activities ensuring compliance with provisions of the Ontario Building Code, the *Building Code Act*, and all other relevant legislation and regulations. The Building and Planning Administrative Assistant is the first point of contact for the building department.

Duties and Key Responsibilities:

Review building permit applications and plans prior to the final plan review by the CBO or Deputy CBO. Receive building and septic permit applications through the Cloud Permit software, ensure the required documents are complete and that they comply with the zoning by-law.

Process permits in Cloud Permit following completion of plan review by CBO or Deputy CBO. Issued permit electronically following receipt of payment.

Document and schedule all inspections. Maintain schedules for Chief Building Official and Deputy Chief Building Official.

Receive By-Law Enforcement complaints in Cloud Permit. Process By-law Enforcement letters and/or orders as required.

Interpret and adhere to the Ontario Building Code, *Building Code Act*, and related Provincial statutes, legislation and regulations as well as municipal by-laws to conduct building department activities accordingly.

Work under the direction of the Chief Building Official and in conjunction with the Deputy Chief Building Official and Planner on matters related to building activities. Provide administrative assistance to the By-Law Enforcement Officer when required.



Electronically submit building statistics monthly to MPAC, Tarion, Kawartha Pine Ridge District School Board, Statistics Canada and Township Council.

Respond to building related questions and requests from property owners, prospective owners, developers, contractors, architects, engineers, designers, real estate agents, planning consultants as well as municipal planners and solicitors in a courteous and professional manner.

Confirm compliance with Crowe Valley Conservation Authority (CVCA) / Otonabee Region Conservation Authority (ORCA) regarding source water protection prior to issuance of building permits when necessary, and other required regulatory agencies.

Interpret and adhere to County and Township Official Plan policies, Provincial policy statements, MNR resource mapping, County GIS mapping and assessment mapping.

Assist with telephone and front counter reception duties when required.

Assist with research and development of municipal by-laws related to building and by-law matters.

Provide clerical support to the Planner, for preparing notices and mailings pertaining to Planning applications, when required.

Provide support to the Chief Administrative Officer as required.

All other duties as required.

Supervisory Responsibilities:

This position does not have any supervisory responsibilities.

Job Specifications:

Possess an Ontario secondary school diploma (OSSD) and a post-secondary school diploma in Business Administration would be an asset.

Valid Ontario G Drivers' License and access to personal vehicle is required with a clean driver's abstract.

Knowledge and/or experience with regulatory statutes under the Ontario Building Code, Building Code Act, Land Use Planning legislation and Township By-laws.



Intermediate mathematical skills to calculate percentages, ratios or averages and unit-measure conversions.

Demonstrated computer skills in Microsoft 365 (Word, Excel, PowerPoint, Outlook) and other computer software applications such as mapping and geographic information systems (County GIS), Adobe Acrobat, Internet Explorer, etc. Ability to use Keystone Complete, Cloud Permit and ARIS is an asset.

Previous municipal experience would be an asset.

Understanding of standard office equipment such as photocopiers, scanning and fax software, laminators, plotters, and tablets.

Key Performance Competencies:

Demonstrated ability to work effectively within an office.

Demonstrated ability to work effectively in a mutually supportive and ethical team environment supporting and complementing the activities of other departments.

Demonstrated ability to communicate effectively in writing and orally with fellow co-workers, contractors, residents and other external contacts for the exchange of information.

Demonstrated ability in conflict management skills to be tactful, maintain confidence and develop trust with residents to obtain compliance and resolve conflicts.

Demonstrated ability to perform administrative tasks such as time management, priority setting and organizational awareness.

Demonstrated ability to ensure the confidentiality of all corporate information and Transactions are in accordance with the Municipal Freedom of Information and Protection of Personal Privacy Act.

Demonstrated ability to act in accordance with established guidelines, follow standard policies, procedures, and legislation such as *Occupational Health and Safety Act*; *Accessibility for Ontarians with Disabilities Act*. (AODA), etc.



Working Conditions:

Typical climate-controlled office environment with occasional travel to attend meetings, conferences, and seminars. Work activities require visual and mental concentration for varying durations of time. Stress is a factor due to tight deadlines and occasional interaction with difficult residents. Standard office hours, Monday through Friday, with occasional extended hours for meeting attendance, to meet deadlines, or to assist with special events. Occasional lifting and carrying of items weighing less than 30 lbs. (i.e. office supplies).

Please note:

The above statement reflects the general details considered necessary to describe the principal functions of the job identified and should not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

Contacts:

Internal:

Mayor and Council
Municipal Staff

Manager and colleagues
Internal committees

External:

General Public
Community Associations
Lawyers
Land Developers
Real Estate Agents

Municipal Government
Provincial and Federal Agencies
Planning Consultants
Contractors



I have read this Job Description and understand the job requirements of this position and the expected standards of performance.

Signature of Incumbent

Date

Signature of Chief Building Official

Date

Signature of Chief Administrative Officer

Date