

TOWN OF CARLETON PLACE - EMPLOYMENT OPPORTUNITY

The Development Services department of the Town of Carleton Place is currently accepting resumes for the position of **Building Permit Clerk** on a permanent full-time basis.

Summary: Under the direction of the Chief Building Official, the Building Permit Clerk is the primary point of contact for clients seeking information from the Building Department. Assists Building Officials with routine processing of building permit applications, building permits files, and coordinating building inspection requests.

Qualifications/Experience:

1. Post-secondary education in business or office administration, building sciences program or another applicable program.
2. A minimum of two (2) years' municipal, administrative, construction or equivalent experience.
3. The ability to read and interpret construction drawings would be considered an asset.
4. Familiarity with Ontario Building Code Act, Ontario Building Code and municipal zoning by-laws would be considered an asset.
5. Working knowledge of the construction of buildings required.
6. Strong computer skills, including Microsoft Office software, AutoCAD and other building related software packages with a strong sense of uses/opportunities for technology in a municipal environment. Experience with Fire Pro or CGIS software would be considered an asset.
7. Must possess & maintain a valid Ontario Class "G" Driver's license with clear driving abstract
8. Criminal Reference Check (valid to 6 months of employment).

A detailed job description for this position can be accessed at www.carletonplace.ca. The 2023 rate of pay is \$24.06 - \$30.89 per hour plus a comprehensive benefit package, 100% employer paid, and a pension plan with matching employer contribution.

Qualified candidates are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Please be advised that the Town reserves the right to post its employment opportunities as open until filled. Resume reviews may begin immediately and continue until the posted position is filled and any position can be filled prior the closing date. Applications must be received no later than **1:30 p.m. on Wednesday, June 7th, 2023**, quoting "Building Permit Clerk" by email at hr@carletonplace.ca

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

TOWN OF CARLETON PLACE
JOB DESCRIPTION

DEPARTMENT:	Development Services Department
DIVISION:	Building
JOB TITLE:	Building Permits Clerk
EMPLOYEE GROUP:	Non-Union
PAY GRID:	5
SUPERVISOR:	Chief Building Official
REVISION DATE:	June 2020

POSITION SUMMARY:

Primary point of contact for clients seeking information from the Building Department. Assists Building Officials with routine processing of building permit applications, building permits files, and coordinating building inspection requests.

DUTIES AND RESPONSIBILITIES:

- 1.Primary point of contact at service counter and for phone inquiries from clients seeking information from the Building Department.

- 2.Receives and conducts preliminary assessment of building permit applications for completeness and compliance with the Building By-law. Assists clients in understanding the building permit application process.

- 3.Creates building permit application working file, and records information within building permit database.

- 4.Supports the Town's Records Management System including filing, creation of new records and performs maintenance in accordance with the retention by-law.

- 5.Monitors and provides content on the Departmental web pages and prepares content for distribution through the Town's social media channels.

- 6.Coordinates and monitors distribution and receipt of documents related to Applicable Law Approvals, as prescribed in the Ontario Building Code, from other internal Departments or external Agencies.

- 7.Assists Building Officials with routine processing of building permit files, including minor plans examination and contacting applicant to request additional information where documentation is incomplete.

- 8.Monitors status of building permit application files to ensure processing is completed within timeframes mandated under the Ontario Building Code.

9. Collects and provides receipt for deposits, permit fees, securities and other monetary application requirements.

10. Monitors and processes daily phone call or e-mail requests for building inspections to organize the daily inspection logs for the Building Officials.

11. Files hard copy inspection reports and enters results of inspection in building permit database. Monitors open files annually providing applicant with permit status letter.

12. Assembles file information in building permit database and prepares monthly reports for distribution to other government agencies.

13. Provides general clerical assistance to Building Officials such as filing, photocopying, typing, mailing, etc.

14. Works closely with other Development Services and Public Works staff to deliver complete and consistent information to the public.

15. Serves as backup and assists as necessary the Planning Administrative Clerk

The above generally describes the duties involved with the position. However, municipal work is varied in nature, employees will be required to perform duties in addition to the above from time to time as directed by the Chief Building Official.

EDUCATIONAL REQUIREMENTS:

Post-secondary education in business or office administration, building sciences program or other applicable program.

EXPERIENCE:

A minimum of two (2) years' municipal, administrative, construction or equivalent experience.

SKILLS AND ABILITIES:

1. The ability to read and interpret construction drawings would be considered an asset.
2. Familiarity with Ontario Building Code Act, Ontario Building Code and municipal zoning by-laws would be considered an asset.
3. Working knowledge of the construction of buildings required.
4. Strong computer skills, including knowledge of Microsoft Office software, AutoCAD and other building related software packages with a strong sense of uses/opportunities for technology in a municipal environment. Experience with Fire Pro or CGIS software would be considered an asset.

5. Excellent verbal and written communication skills.
6. Commitment to a team approach and a strong focus on customer relations and customer satisfaction.
7. Ability to exercise good judgement in decision making.
8. Work with the public, in a service-oriented environment, to transfer technical information to the public with tact and diplomacy.
9. Possess and maintain a valid Ontario Class "G" Drivers' License

WORKING CONDITIONS:

This position is scheduled to work regular full-time hours in an office environment. However, on occasion, some additional work outside of regular office hours may be required to complete special requests or projects. Local travel to seminars or workshops may be required from time to time.

PHYSICAL DEMANDS:

Repetitive physical actions: sitting, standing and regular movement with choice; use of standard office equipment; light lifting of office materials; moderate visual demands involve reading; exposure to background noise.

ENVIRONMENTAL DEMANDS:

The position may have to serve a number of people at one time and frequent interruptions may be common. The environment may be busy, noisy, often dealing with several requests by staff during short intervals of time. The employee must be a good communicator and be able to manage various issues with staff and the public.

SENSORY DEMANDS:

The position requires the frequent use of a computer, photocopiers, printers and other like office equipment.

MENTAL DEMANDS:

Minor stress generated by distractions, interruptions, deadlines, and conflicting demands. Occasional exposure to difficult customers. The employee must be able to manage potential conflicts that can occur between parties due to the nature of the office work. It may be necessary to manage a number of requests and tasks at one time and to deal with tight deadlines while accommodating unplanned interruptions. Excellent organization and time sensitive skills will be needed to complete some required tasks.

SAFETY:

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town's Safety Policy and understand their:

- Right to Participate;

- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

WORKING RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Support Staff, Members of Council.
EXTERNAL	Lawyers, Professional Consultants, General Public, Trades and Construction Professionals, Agency Partners (Health Unit, Conservation Authority, Ministry Representatives)