



6648 Road 506, Plevna, Ontario K0H 2M0
Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352
www.northfrontenac.com

**Employment Opportunity
Full Time
Building Department Permit Clerk**

The Township is seeking resumes for a vacant position from a highly motivated, experienced, hands-on person to join our municipal team as the Building Department Permit Clerk.

Working under the direction of the Chief Administrative Officer (CAO) the incumbent will assist the Chief Building Official (CBO) with performing a wide array of municipal office receptionist duties (with a high focus assisting with Septic System approvals), in the field inspection duties for the Building Department and assist the Building Support Clerk with general clerical support, while following guidelines established by the policies of Township Council and/or the Chief Administrative Officer (CAO) and in accordance with Legislation.

The salary range is \$25.49 - \$29.99 per hour and the normal work week is 37.5 hours. Hours may vary; weekend/evening work and overtime may be required to meet the job requirements. A comprehensive benefit package is available.

A copy of the Role Description is available on the Township's website at www.northfrontenac.com Township Services/Careers or at the Township Office.

For further information, please contact Corey Klatt, Chief Administrative Officer at cao@northfrontenac.ca or by phone at (613) 479-2231 Ext 221.

Information gathered relative to this position is done so in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will only be used for candidate selection purposes.

We thank all applicants for their interest. Only those applicants selected for an interview will be contacted. The Township is an equal opportunity employer. We would be pleased to provide accommodations, upon request, throughout the recruitment process to applicants with disabilities to ensure equal participation.

Please apply with a detailed resume by
Noon local time on Thursday July 4, 2024
Clearly marked "Confidential – Building Department Permit Clerk to
Corey Klatt, Dipl.M.A., CAO
Township of North Frontenac
6648 Road 506, Plevna, ON K0H 2M0
Phone: (613) 479-2231 Ext. 221 Fax: (613) 479-2352
E-mail: cao@northfrontenac.ca