



Role Description

Building Department Permit Clerk

June 2024

General Purpose

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 and 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.

Supervision Received

Works under the direct supervision of the CAO or his/her designate.

It is understood that in the absence of the CAO, the Manager appointed by Council as the CAO Back-up shall perform his/her duties.

Has access to the CAO for advice and information regarding assigned duties. Access is also available to established policies and procedures and to maintenance manuals as required.

Supervision Exercised

None.

Role Expectations

- Ensures all work is carried out in a manner which the Municipality can be proud of and that protects the safety of all persons.
- Working independently without supervision once the task has been outlined by the CAO and/or CBO.
- The Building Department Permit Clerk is to exercise powers and perform duties under the Building Code Act and to perform inspections for which qualified to complete (including but not limited to Septic System Inspections, once certified).
- Shall follow the Personnel and Employment Policies and Procedure Manual By-law, as amended.

- Ensures that Occupational Health and Safety practices are observed and implemented under the *Occupational Health and Safety Act/Regulations*; and in accordance with the Municipality's Health & Safety Policy.
- Shall notify the CAO of operational problems or issues as necessary to ensure that work activity is carried out according to quality standards and to ensure that all safety standards are complied with.
- No person shall operate any equipment or apparatus which he or she has not first received training on by a competent person.
- Required to attend training sessions as deemed necessary by the Legislation and/or the Municipality, per Policies as amended.
- Fosters a harmonious, inclusive work environment and effective working relationships among all co-workers; and models and ensures appropriate workplace behaviour that reflects the values of the Municipality.
- Confers with the CAO to ensure that the activities of the department are consistent with the goals and objectives of the Municipality, as established by Council.
- All complaints shall be forwarded to the CAO. Complaints shall be dealt with in accordance with the Complaint's Standard Operating Procedure (SOP) as established by the CAO.

Duties shall include: (but are not limited to)

- Attention to detail and accuracy is required as errors in information presented can impact the quality of Council decision-making and may also affect the image and liability of the Township.
- Provide assistance to the public regarding simple and straight-forward enquiries of a general nature and referring all complex inquiries to the CAO and/or CBO in a timely and efficient manner in accordance with policies.
- Review MPAC database to balance open Building/Septic permits and ensure assessment is captured by MPAC.
- Receive and direct incoming mail, facsimiles and general municipal email messages in accordance with policies.
- Provide copying services, as required.
- Provide filing services, as required.
- Research and retrieve information from the Internet or municipal archives, as required.
- Provide administrative support to the CBO, including but not limited to processing Septic/Building Permits, and preparation of statistical reports.
- Assist with enhancing functionality and scheduling of Cloud Permitting System.
- Serves as backup and assists as necessary the Building Department Support Clerk including scheduling the CBO's daily tasks.
- Assist CBO with inspections regarding Septic Systems, Recreational Vehicles (RVs), Shipping Containers, Outdoor Stove and Furnaces, Wood Stoves, etc.
- Provide typing and keyboarding assistance including preparing inspection reports, as required, by the CBO.

- Record revenue received for Septic/Building Permits provided by the Receptionist/Accounting Clerks on a daily basis, to ensure the control and safekeeping of all revenues.
- Shall keep the CAO abreast of their hours of work and availability.
- To assist all Employees, shall ensure that the Intranet Calendar (inter-office computer) is kept up to date, noting all appointments and days not available.
- Receives and conducts preliminary assessment of Septic/Building Permit Applications for completeness and compliance with the Ontario Building Code.
- Assists clients with understanding the Septic/Building Permit Application process.
- Assists the CBO with routine processing of Septic/Building Permit files including plans examination and contacting applicant to request additional information where documentation is incomplete.
- Monitor status of Septic/Building Permit Application files to ensure processing is completed within timelines mandated under the Ontario Building Code.
- Assists the Office Support Pool with other related duties as determined by the CAO/CBO.
- Perform other related duties and responsibilities as may from time to time be assigned by By-law or Resolution of Council, or by the CAO and/or CBO.

The foregoing description reflects the general duties necessary to describe the principle functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

Qualifications – Skills, Competencies, Experience, Training

- Ability to handle physical demands and operate a variety of office equipment safely and efficiently.
- Knowledge of safety procedures so that work can be carried out in a safe manner.
- Knowledge of the Municipality and surrounding areas would be an asset.
- Be bondable.
- Completion of Grade 12 or equivalent education.
- Preference may be given to a candidate who has successfully completed the Legal certification or willing to obtain.
- Preference may be given to a candidate with a Part 8 – On-Site Sewage Systems Certification or willing to obtain.
- Preference may be given to a candidate with a Building Code Identification Number (BCIN) or willing to obtain.
- Preference may be given to a candidate with a minimum of six (6) months relevant experience.
- Preference will be given to a Candidate with knowledge of and hands-on experience with the operation of applicable equipment including Cloud Permitting System
- Demonstrated ability to follow directions.

- Shall have competent records management skills.
- Expertise in computer operations within an Office 365 environment. A comprehensive understanding of word processing, spreadsheet management, presentation software, and email applications. Proven capability to proficiently handle computer-based tasks including data entry, along with adeptness in utilizing relevant software applications.
- Demonstrated willingness to upgrade and accept new challenges.
- Demonstrated ability to work independently in a team setting, and with other co-workers for the purpose of sharing information to complete work assignments and be able to establish effective working relationships with others.
- Shall be able to organize and prioritize work to meet deadlines with sound judgment to achieve Township objectives.
- Demonstrated ability to be reliable, mature, courteous, and have the ability to deal effectively, courteously and tactfully with other personnel, general public, all employees (including Volunteers) and outside agencies.
- Promotes and maintains a professional public image of the department. Participates in public relations programs as required.
- Attention to detail, mental concentration and mental alertness to ensure safety of others.
- Ability to express themselves clearly and concisely, orally, and in writing, in a competent manner, and able to present information clearly.

Compensation

- Based on a 37.5 hour work week or as defined in the individual's Offer of Employment Letter; and in accordance with the Salary Schedule adopted by Council and amended from time to time.
- May be required to work overtime and at unusual hours to handle emergencies and/or in order to meet the deadlines/needs of the department. All overtime shall be approved, in advance, by the CAO.
- Benefits in accordance with Township policies.
- Probationary period – in accordance with By-law #76-13, as amended, the Personnel and Employment Policies and Procedure Manual By-law.