



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

**PERMIT CLERK
TEMPORARY, FULL TIME - 6 MONTH CONTRACT**

The Township of Centre Wellington is a thriving and growing community of 28,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

Reporting to the Chief Building Official, the Permit Clerk manages the transactions and supporting databases for the effective and efficient performance of the Centre Wellington's building permit program. This role provides administrative support for the delivery of regulatory services which are offered by the Planning and Development Department.

Major Duties & Responsibilities:

- Maintains the departmental database that tracks and documents all building permit related activity. Creates new permit applications that contain all required background information for all provincial and municipal purposes.
- Provides general administrative support services for the Chief Building Official and Inspection Staff.
- Accepts Applications for Building Permits, ensuring that the applications are reviewed for accuracy and completeness prior to acceptance.
- Provides administrative support to all stages of the regulatory permit process from application to completion of work.
- Prepares building activity reports and statistics for distribution to other departments, the Chief Administrative Officer, Council, its Committees and agencies.
- Update departmental database and tracking system as required including updating fees, updating processes, closing permits as applicable
- Receives and coordinates request for inspections and maintains building official's schedules, taking in to consideration Building Official schedules and timelines, and ensuring past inspections have been completed
- Explains the content, intent and conditions of permits to customers, including their responsibilities and adhering to the conditions of approval and built in inspection schedules.
- Assigns permit applications to qualified Building Officials and tracks all required inspections relating to permit applications.
- Designated Web Site Coordinator for the Building Division of the Planning and Development Department. Compiles, organizes and maintains relevant information on the web site and ensures it is kept current, as approved by Department Supervisor or Chief Building Official.
- Create and maintains computerized records management system that contains permit inspection activities, permit compliance, investigation and enforcement action.
- Performs other related duties that are assigned by the Chief Building Official.

Qualifications and Requirements:

- Completion of post-secondary education from an accredited college of applied arts and technology in a related discipline or acceptable equivalent, with training in the legal and administrative aspects of the Ontario Building Code to include qualification in Legal Responsibilities and the House with the Ministry of Municipal Affairs and Housing as a minimum.
- Successful completion of the Ministry of Municipal Affairs and Housing Ontario Building Code Legal Responsibilities and the House qualification exams are considered an asset for this position.
- Three (3) years' work experience in a public office environment which involves direct service to the public preferably in municipal operations.
- Good working knowledge of the Building Code Act and the Ontario Building Code and other building-related legislation and related plan review processes.
- Organizational and office administration skills. Computer literacy, particularly in the area of database administration, basic accounting and web site design and management.
- Proficiency in Microsoft Access is considered an asset.
- Strong public relations and customer service skills. Ability to work well with others inside and outside the corporation.
- Excellent verbal and written communication skills, along with strong interpersonal and analytical skills.
- Superior organizational and time management skills.

Wage: \$36.16 per hour

How to Apply: Township of Centre Wellington, 1 MacDonald Square, Elora, ON N0B 1S0
via email to: careers@centrewellington.ca

Deadline to Apply: **Wednesday, August 10, 2022 at 4:00 p.m.**

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at www.centrewellington.ca and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format and indicate the position title in the subject line of email. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications.

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. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.