



## **JOB DESCRIPTION**

**POSITION TITLE:** BUILDING DIVISION SUMMER STUDENT  
**REPORTS TO:** CHIEF BUILDING OFFICIAL  
**CATEGORY:** STUDENT – 35 HOURS/WEEK  
**EMPLOYMENT DATES:** MAY 01 TO AUGUST 25, 2023 (16 WEEKS)  
**HOURLY RATE:** \$18.04

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### **POSITION SUMMARY:**

Responsible for the intake and processing of departmental permits and applications and the guidance of applicants and the public through the various functions and approval requirements of the Department.

### **MINIMUM QUALIFICATIONS:**

- Minimum Grade 12 education and currently enrolled in a 2-year post-secondary education program for a technologist or technician in an architectural/building/planning/engineering-related program
- Must be a full-time student planning to return to full time studies in the Fall.
- Must be willing to obtain a working knowledge and understanding of basic requirements of the Township's Zoning Bylaw, the Official Plan, the Ontario Building Code and other applicable law;
- Proficiency in Microsoft Suite products and database management applications
- Experience with or the ability to learn GIS applications;
- Excellent customer service skills;
- Required to obtain satisfactory CPIC (Criminal Record Check); and
- Required to possess and maintain valid Class "G2" driver's license with a clean driving record.

### **SKILLS, ABILITIES, AND KNOWLEDGE REQUIRED:**

- Demonstrated ability to communicate effectively with courtesy, tact and decorum, both verbally and in writing, with departmental and public contacts at all levels;
- Possess the ability to function well with all members of the Department and to establish effective working relationships with other employees, the general public, and government agencies;
- Strong customer service mindset with effective and clear communication and interpersonal skills to be able to guide members of the public through the permit

process who may not understand the need for various permits, and effectively deal with difficult or challenging situations;

- Strong organizational and time management skills to multi-task, prioritize, make accurate and timely decisions and meet deadlines with minimal supervision including meeting strict timeframes for permit review and inspections, and able to work overtime if required in order to maintain timeliness.;
- Highly self-motivated with an ability to work both independently, and in a team environment;
- An ability to read and understand plans, details, specifications and required building construction and civil engineering/architectural drawing; and
- Experience in the management of files and records is an asset.

**DUTIES AND RESPONSIBILITIES, TO ASSIST THE DEVELOPMENT SERVICES ANYLIST IN THE FOLLOWING:**

1. Assist the public and contractors with the completion of various applications, i.e. building, and other Township applications.
2. Receive, carefully and accurately review for completeness, and process applications for building permits and other Township permits,
3. Issue correspondence related to permit application completeness.
4. Act as the initial contact person for building, property standards, sign, pool fencing and some zoning related inquiries in order to determine what approvals and permits may be necessary and which other departmental personnel should be consulted.
5. Input all permit, zoning and application information into the permit/ application tracking software system.
6. Generate reports from the CityView software.
7. Create and maintain permit application and property standards files.
8. Assist with the scheduling of building inspection requests.
9. Under the direction of the Chief Building Official, track permit files to ensure ongoing permit requirements for inspections, fulfillment of conditions, and proper and timely closure of files occurs.
10. Prepare, collate and circulate monthly building reports to various government agencies (i.e. MPAC and Statistics Canada).
11. Assist the Chief Building Official and the Manager of Development Services with the development of policies and/or procedures to address risk management and improve service to the public.
12. Maintain the Planning and Building Division's portions of the Township's website.
13. Complete zoning compliance letters.
14. Attend after hours meetings as required.
15. Assist with by-law enforcement of by-laws administered by the Planning and Building Divisions.

Other duties as assigned by the Manager of Development Services and the Chief Building Official.

## **WORKING RELATIONSHIPS:**

### *Internal:*

Daily interaction with Township employees.

### *External:*

Public, Contractors, Consultants (Architects, Engineers, Planners, etc), other Government agencies such as MOECC, MTO, MNR, MMAH, County of Lennox and Addington, and Conservation Authorities.

## **WORKING CONDITIONS:**

Normal busy office environment working conditions apply. Normal working hours are 8:30AM to 4:30PM, Monday to Friday with occasional overtime required. May be seated for long periods (3-4 hours) and required to do moderate physical exertion.

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Please submit an application along with your cover letter and résumé using the Apply Now button below **by Sunday, February 5<sup>th</sup> at 11:59 PM**. Interviews to be scheduled in the weeks of February 13-17<sup>th</sup> and 20<sup>th</sup>-24<sup>th</sup>.

**APPLY NOW!**