



## THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

### PERMIT CLERK

#### TEMPORARY, FULL TIME (35 HOURS PER WEEK) – 10 MONTH CONTRACT

Reporting to the Chief Building Official, the Permit Clerk is responsible to manage the transactions and supporting databases for the effective and efficient performance of Centre Wellington's building permit program. To provide administrative support for the delivery of regulatory services which are offered by the Planning and Development Department. All of these services are aimed at public protection, health, safety, and convenience.

#### Key Major Responsibilities

Duties include but not limited to:

#### Administration

- 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.
- Accepts and reviews applications for Building Permits, ensuring that the applications are reviewed for accuracy and completeness prior to acceptance. Within the provincially mandated timeframes, provides the applicant for permit with the application acceptance status.
- Offers advice and information to applicants to ensure that the applicant is making a complete application and when the application is incomplete, advises applicant on all requirements necessary so as to make a complete application.
- Prepares building activity reports and statistics for distribution to other departments, the Chief Administrative Officer, Council, its Committees, and agencies.
- Prepares approved permits and receipts after they have been signed off and issued by the Chief Building Official (or other corporate officer).
- Responsible for material, equipment and data that is required to operate the Planning and Development Services Department office and its related services.
- Assigns permit applications to qualified Building Officials and tracks all required inspections relating to permit applications.
- Verifies all applicable approvals from other levels of government and authorities are identified and received prior to permit being issued.
- Accepts other municipal permit applications for which the Building Division is responsible.
- Prepare and send building activity reports as required by external agencies including Statistics Canada, MPAC, Tarion, etc.
- 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.
- Administrative support to Building Officials throughout permit process.
- 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.
- Modifying building permit application guide handouts for customer as bylaws, codes and policies are updated.
- Provides orientation and guidance to administrative support, seasonal and part time staff.
- Update departmental database and tracking system as required including updating fees, updating processes, closing permits as applicable.
- Completes Fire Permits including accepting payment and issuing receipts.
- Assists building officials by providing background information and pertinent records.
- Processes applications for Plumbers and Drain Layers licensing including the issuance of renewal notices.
- Liquor License application and booking of applicable inspection with a Building Official; ensure approval letter is sent to applicant.
- Coordinates annual Membership requirements for Building Officials including completion of application forms and payment.
- Write Council and Compliance reports and assign to Building Officials for review, if applicable.
- Prepare and send registered mail for Building Officials.
- Coordinate requests for municipal civic emergency addressing signs and makes appropriate orders on a regular basis to the County.

- Provides administrative support to all stages of the regulatory permit process from application to completion of work.
- Provides general administrative support services for the Chief Building Official and Inspection Staff.
- Provides administrative support to the municipalities' public committees, such as Heritage Centre Wellington and the Committee of Adjustment, when required.
- Contributes to efforts for ensuring that the Building Department is prepared to deal with amendments to, and administrative impact from the Ontario Building Code (Bill 124). Assists the Chief Building Official in the preparation of Quality Management Plans that set a standard of quality that satisfies industry and government expectations.
- Prepares departmental vouchers for submission to other departments.
- Performs other related duties that are assigned and/or required by the Chief Building Official.

### **Financial Responsibility**

- Responsible for verification and collection of all permit fees, securities and deposits related to the building permit process and other municipal permits administered by the department (\$3,000,000-\$4,000,000 annually).
- Responsible for verification and collection of Planning Security and Damage deposit fees as required by Site Plan Agreements.
- Provides the refunding of fees, securities and deposits paid and prepares payment vouchers or cheque requisitions for the Finance Department (\$400,000-\$500,000 annually).
- Responsible for effective risk management, liability control and due diligence.
- Calculates, collects fees, charges and deposits, issues receipts, and maintains accounting records for application fees, development charges, deposits and securities related to permit applications.
- Ensure Development Charge calculations are accurate and correct, taking into account exemptions and credits.
- Makes regular fund transfers to the Treasury Department.
- Prepares monthly balances and reconciles fees that have been collected and deposited.
- Coordinate, track and administer the collection, status tracking and release of 750+ individual grading deposits for developments in new subdivisions, ensuring deposits are not released until approved by multiple authorities.
- Coordinate, track and administer the collection, status tracking and release of Tarion Deposits for new homes.
- Coordinate, track and administer the collection, status tracking and release of Planning Security Deposits as required by Site Plan Agreements.
- Plumbers and Drain Layers Licensing fee intake.
- Liquor License fee intake.
- Maintains accounts receivable records.
- Receive permit fees, deposits, development charges – cash, cheque, debit.
- Ensure all fees, deposits, and development charges have been paid before issuing permits.
- Collects County and School Board share of development charges.
- Issue receipts with correct totals and information for both internal and external use.
- Compile bi-weekly deposits with information from all financial transactions; ensures totals balance for each payment method including cash.

### **Customer Service**

- Advise and explain permit application process in person, over phone and by email to corporate departments and outside contractors, developers, architects, engineers, lawyers, consultants, civil servants, and other interested parties from all strata and walks of life.
- Offers guidance and information to applicants on non-interpretive aspects of the permit process. Ensures that applicants understand what is expected of them in the building permit process.
- 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.
- Develops relationships with frequent applicants such as contractors, builders, and developers, ensuring that standards are set in place early on in order to have an efficient and productive interactions in the future.
- Assist developers in the Model Certification process, ensuring that understanding and standards are met.
- Receives and records complaints regarding property standards and building or zoning by-laws and directs them to Building Officials/Municipal Law Enforcement Officer.
- Reviews and responds to enquiries and requests for information from property owners, home handypersons, contractors, builders, lawyers, architects, engineers, and other interested parties. Decides when questions should be re-directed and ensures that enquirers are directed to the appropriate person so that they can be dealt with correctly, promptly and by the most reliable authority.
- Applies knowledge of legal and administrative operations and services but is careful to refer interpretive questions to the appropriate source.
- Establishes and maintains awareness of who is responsible for regulatory services and functions in the interest of good public relations and customer services.

- Coordinates and conducts transactions that aid the provision of public access to Township services and regulatory functions in person, over the telephone and by correspondence.
- Shares responsibility for mutual back up and a high level of customer service with others in the administrative group so that all regulatory, information and service functions are covered at all times.
- Handles public relations situation tactfully, especially when people want all of the information they seek immediately.

### **Records Management**

- Create and maintains computerized records management system that contains permit inspection activities, permit compliance, investigation, and enforcement action.
- Coordinates efforts with corporate records management activity.
- Maintains current filing system for property files, drawing files and maps in the Building Division by preparing new files, numbering drawings for storage and filing inspection reports and correspondence, maintain building permit drawings in vault and at records storage facility, assist with file maintenance, maintain retention dates list, verify for removal and destruction of files.
- Responds to Freedom of Information requests and gathers appropriate records as requested.

### **Minimum Qualifications and Requirements:**

- Completion of post-secondary education from an accredited college of applied arts and technology in a related discipline or acceptable equivalent.
- 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.
- At least three (3) years' work experience in a public office environment which involves direct service to the public preferably in municipal operations.
- Experience in public administration and/or commercial or legal branches of the building industry.
- Working knowledge of the legal and administrative requirements of various permits, bylaws, licenses, etc. with an understanding of the language and the terminology.
- Ability to read and comprehend maps, charts, surveys, and technical drawings for administrative and customer service purposes, including the determination of complete applications.
- Good working knowledge of the Building Code Act and the Ontario Building Code and other building-related legislation and related plan review processes.
- Working knowledge of legal and administrative aspects of various functions provided by Township departments.
- Ability to apply knowledge and skills in practical terms so that all public services are provided in a timely and effective manner.
- Organizational and office administration skills. Computer literacy, particularly in the area of database administration, basic accounting and web site design and management.
- 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.
- Mindful of workloads, assignment and project times and deadlines.
- Maintains skills and knowledge through corporate sponsored courses, workshops, and selected reading.

**Annual Salary:** \$70,873 - \$79,722 (2024 salary range)

**How to Apply:** Interested applicants are invited to submit their cover letter and resume combined in one document in MS Word or PDF format by email to [careers@centrewellington.ca](mailto:careers@centrewellington.ca) by **October 20, 2024, at 11:59 p.m.** Please quote job posting '2024-044' in the subject line.

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](http://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. We thank all those that apply; however only those candidates selected for an interview will be contacted. **No phone calls please.**

*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.*