

Job Title:	Building & Planning Assistant
Department:	Building and Planning Services
Salary Band:	Band 4, 35 hours per week
Last Update:	December 2021

Position Summary:

Provides support services for the Planning & Building Department, act as the Assistant Zoning Administrator and Assistant Secretary Treasurer of the Committee of Adjustment.

Building

- a) Process building permits by receiving and verifying permit applications, interviewing applicants, distribution of application for approval, review plans for compliance with the OBC Act and Regulations and relevant municipal bylaws and issue permits.
- b) Issue building and on-site sewage permits once approved
- c) Organization and creation of all building permit records, on-site sewage records, building drawing etc.
- d) Coordinate and schedule building inspections
- e) Issue septic compliance letters.
- f) Issue building permits and orders within the defined timelines.
- g) Update management on a quarterly on all on going inspections.
- h) Calculation and collection of building permit fees and enter data into the software.
- i) Collection of septic inspection fees, planning fees, fire and works department fees and enter data into the software.
- j) Weekly banking and balancing of fees and charges received. Create Deposit and provide to treasury department.
- k) Respond to telephone, written and counter inquires for the general public, developers, agencies and other levels of Government
- l) Assist ratepayers, contractors and applicants with building permit applications and drawings to ensure applications are complete.
- m) Explain to ratepayers, contractors and applicants the various programs, applicable laws and enforcement action i.e. on-site sewage re-inspection program, grant program through Lake Simcoe Regional Conservation Authority (LSRCA).
- n) Prepare reports, memos, letter and bylaws for Council as well as ratepayers
- o) Prepare and submit monthly building permit reports and communication to MPAC, TARION, CMHC, Stats Canada, Simcoe County and Internal staff, Council as required
- p) Liaison between the building department and LSRCA.

Planning

- a) Answers all general planning inquiries.
- b) Prepares and open files for all planning application including, including Official Plan and Zoning amendments, subdivision, condominium, site plan, pre-consultations and Committee of Adjustment applications including consents, minor variances and validation of title.
- c) Prepares mailing lists, circulate all planning notices and track deadlines to be met for all planning applications.
- d) Assists in the preparation and submission of planning application appeals to the Ontario Municipal Board.
- e) Collection of building permit fees, septic inspection fees, planning fees, fire and works department fees and enter data into the software.
- f) Weekly banking and balancing of fees and charges received. Create Deposit and provide to treasury department.
- g) Prepares all planning application signage.
- h) Act in the capacity of Assistant Secretary Treasurer of the Committee of Adjustment, upon appointment, attend hearings, and prepare minutes in the Secretary Treasurers absence.
- i) Attends Committee of the Whole meetings as required in the absence of the Planning and Zoning Administrator
- j) Attends Public Meeting of Council under the provision of the Planning Act to take and produce minutes of the meeting in the absence of the Planning and Zoning Administrator.

Compliance:

- a) Comply with and perform duties in accordance with the Code of Conduct.
- b) Comply with the Occupational Health and Safety Act and Regulations and Corporate Occupational Health and Safety Program, related policies and procedures.
- c) Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- d) Remain current with the Planning Act/Provincial Legislation
- e) Adhere to all relevant regulations.

Supervisory Responsibilities:

- None

Education, Experience and Qualifications:

- Minimum two-year's experience preferable at a municipality level
- Possession a valid unrestricted Ontario Class "G" Driver's License
- Experience in public education and awareness

- Effective verbal, oral and written communication skills
- Proven ability to deal effectively with people in difficult situations
- Proficient in Microsoft Office applications
- Working knowledge of GIS mapping

Applicable Regulations:

- Building Code Act
- Planning Act
- Ontario Building Code

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. The primary duties and responsibilities are intended to describe those functions that are essential to the performance of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Other duties and responsibilities are considered incidental or secondary to the overall purpose of this job. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.