



MUNICIPALITY OF SOUTH DUNDAS

34 Ottawa Street, P.O. Box 740
Morrisburg, ON, K0C 1X0
613.543.2673 | southdundas.com

Job Description

Job Title: Building/Planning Technician	Last Revision Date:
Reports to: Director of Community & Development Services/CBO	Approved by: Council
Wage Level: Pay Grade 2 \$50,252 to \$54,806	Effective Date: January 2022

POSITION SUMMARY

Reporting to the Director of Community and Development Services/CBO, the Building/Planning Technician provides administrative support to building and municipal planning functions to ensure the goals and objectives of the Municipality are met in a timely and accurate manner.

EDUCATION AND EXPERIENCE:

- Post-secondary education in Business or Office Administration, Building Sciences, or a related discipline.
- Minimum of two (2) years' administrative, planning, or equivalent experience, preferably in a municipal setting.
- Familiarity with Planning Act, Building Code Act, County Official Plan and Development Permit By-law would be considered an asset.
- Ability to read and interpret construction drawings would be considered an asset.
- Familiarity with Ontario Building Code Act, Ontario Building Code and municipal zoning by-laws would be considered an asset.
- Strong computer skills, including knowledge of Microsoft Office software and other building related software packages with a strong sense of uses/opportunities for technology in a municipal environment.
- Excellent verbal and written communication skills.
- Commitment to a team approach and a strong focus on customer relations and customer satisfaction.

DUTIES AND RESPONSIBILITIES

- Acts as the primary point of contact at service counter and for phone inquiries relating to clients seeking planning and building information.

- Assists clients in their understanding of the building and planning application processes and standard requirements.
- Receives and conducts preliminary assessment of building and planning applications for completeness and compliance with applicable law.
- Receives by-law complaints (zoning & property standards) and research background information (regulations, ownership, procedures, etc.).
- Creates application working files, and records information within the appropriate electronic Records Management System.
- Assists Building and Planning staff with the routine processing of applications including minor review of documents and contacting applicants to request additional information.
- Monitors and processes daily phone call or e-mail requests for building inspections and organizes the daily inspection logs for the Building Officials.
- Assists with scheduling of building inspections and files hard copy inspection reports, ensuring the results of the inspection are updated in the database.
- Collects and provides receipt for deposits, permit fees, securities, and other monetary application requirements.
- Provides general clerical assistance to Building and Planning staff such as filing, photocopying, typing, mailing, etc.
- Assists in the preparation of reports and resolutions for the Chief Building Official for presentation to Council.

WORKING CONDITIONS

35 Hours per week in a normal office setting. Normal office hours are 8:30am-4:30pm, Monday through Friday.

Must have proof of double vaccination against the COVID-19 virus as per the Municipality's Vaccination Policy 3-29.

Note: *This job description is meant to describe the general nature and level of the work being performed; it is not intended to be construed as an exhaustive list of the responsibilities, duties and skills required for the position.*

APPLICATION DEADLINE

The Municipality of South Dundas is an equal opportunity employer and encourages applications from all qualified individuals. During the recruiting process, accommodation for applicants with disabilities is available upon request.

Applications will be accepted until January 28, 2022, at 12:00 pm (Noon). Please send resume to hr@southdundas.com. We thank all candidates for their

interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.