



**Municipality of South Dundas
Employment Opportunity**

Position:	Planning/Building Technician OR Planning/ Building Administrative Assistant (1 Position)
Department:	Building, Planning, By-Law & Corporate Services Department
Wage Level:	\$52,732.50 –\$ 63,923.86
Type:	Permanent, Full-Time (Non-Union)
Hours:	35 Hour Work Week, Monday to Friday

Are you passionate about making a difference in the community? If you are looking for a workplace that values teamwork, professional growth, and service excellence, the Municipality of South Dundas wants you! With the support of an experienced team and a positive work atmosphere, we encourage employees to build their skills through training and development. South Dundas values work-life balance and offers flexibility to support the needs of our employees. South Dundas offers a competitive salary and a modern benefits package.

South Dundas is a growing municipality located along the St. Lawrence River in eastern Ontario. With a population of 11,000 residents, South Dundas is comprised of three urban centers (Morrisburg, Iroquois and Williamsburg), and several charming rural hamlets. South Dundas is conveniently located close to Ottawa, Brockville, Cornwall and Montreal, and is connected by major transportation corridors (Hwy 31, Hwy 401 and Hwy 416).

We are looking for a dynamic individual who wants to be part of a service-oriented team for the position of **Planning/Building Technician OR Planning/Building Administrative Assistant** for the Planning and Building Department. The position provides clerical and administrative support to the Departments, including document preparation, handling of confidential files, records management, scheduling of meetings and assistance in budget preparation. They act as the primary front-facing member of the Department for purposes of fielding enquiries, scheduling inspections and performing administrative tasks related to development services. The position receives, and reviews plans, specifications and other related documents associated with applications for development.

Compensation and Benefits

The Municipality of South Dundas strives to be an employer of choice for strong talent, dedicated to serving our community, and offer the following:

- Flexible work schedules to support work-life balance;

- 2024 salary range for a qualified Planning/Building Technician OR Planning/Building Administrative Assistant is \$52,732.50 – \$63,923.86;
- Comprehensive and Modern Benefits package;
- Enrolment in Ontario Municipal Employees Retirement System (OMERS);
- Substantial internal and external training and development opportunities;
- Paid vacation and personal days.
- Compassionate and caring organization that promotes and embraces a culture of teamwork.

Application Process

Interested and qualified candidates are invited in confidence to submit their resume. Please visit the Careers page of our website at www.southdundas.com/job-opportunities. A copy of the job description is available on our website.

Application Deadline: Tuesday, August 6, 2024 at 12:00 p.m. (noon). Please send resume and cover letter to hr@southdundas.com. We thank all candidates for their interest, however, only those selected for an interview will be contacted. *Please indicate on your cover letter which position you are applying for.*

The Municipality of South Dundas is committed to creating and maintaining a workplace that is welcoming, inclusive, and barrier-free. Accommodations in accordance with the Ontario Human Rights Code and applicable legislation are available throughout all stages of the recruitment process. For accommodation during the application process, applicants are asked to make their needs known via email at hr@southdundas.com. Personal information collected under the authority of the Municipal Act and will be used to assess eligibility for potential employment. Questions about this collection of personal information should be directed to Human Resources.

JOB DESCRIPTION

POSITION SUMMARY

Reporting to the Director of Corporate Services, the **Building/Planning Technician OR Building/Planning Administrative Assistant** provides administrative support to development services and performs Municipal functions to ensure the Municipality's strategic goals and objectives are met.

EDUCATION AND EXPERIENCE:

- Post-secondary Degree/Diploma in any of the following areas: Business Administration, Building Sciences, Land Use or Urban Planning, Geography or any other related field.
- Knowledge and experience with planning procedures and processes, the Planning Act and Provincial Policy Statement would be considered an asset
- Familiarity with the Building Code Act, the Ontario Building Code, and relevant By-laws
- Minimum of two years of administrative or progressive land use planning experience is preferred.
- Minimum of two years experience in a municipal planning and/or building department is considered an asset.
- Ability to read and interpret construction drawings would be considered an asset.
- Strong computer skills, including knowledge of Microsoft Office software, GIS and other building related software (CGIS, Cloud Permit) with a strong sense of uses/opportunities for technology in a municipal environment.

SKILLS & ATTRIBUTES

- Proven skills and ability to analyze and present data in a comprehensive and understandable manner.
- Superior research skills.
- Strong communication skills, written and verbal.
- Strong consultation and liaison skills with community groups, organizations and government bodies.
- Skills in analytical problem solving, report writing, organizational skills, and ability to work independently.

DUTIES AND RESPONSIBILITIES

- Acts as the primary point of contact 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.
- Assist in the development and subsequent maintenance of the Municipality's Comprehensive Zoning By-law and maps.
- Provide staff support to the Committee of Adjustment, as needed, including the preparation of agendas, minutes, follow-up work, reports, supporting data, and presenting the application to the Committee.
- Assists development 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 for the development staff.
- Assists with 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 development staff such as filing, photocopying, typing, mailing, etc.
- Assists in the preparation of reports and resolutions for the development staff for presentation to Council.
- Perform other duties as directed such as backup reception coverage and undertake special projects as assigned.

WORKING CONDITIONS

Full Time (35-hour work week)

This job description is intended to summarize the responsibilities of the job and is not a comprehensive list of all duties to be performed.