



Township of Douro-Dummer Job Description

POSITION TITLE: Building Administrator

DEPARTMENTS: Building and Planning Department

REPORTS TO: Chief Building Official

DATE REVISED: December 2021

POSITION SUMMARY

Reporting to the Chief Building Official, the Building Administrator role provides administrative support to the Building and Planning Departments as well as front-line customer service support to Township residents. In addition to related clerical responsibilities, this position processes payments, responds to phone, email and walk-in inquiries and requests pertaining to building permits, planning applications and by-law enforcement activities.

The position will also be responsible for receiving applications for all classes of building permits, reviewing applications to determine completeness under the Ontario Building Code and applicable law. The position will be responsible for review and assistance to the public regarding other relevant by-laws and generally assisting the public. The Building Administrator coordinates all new permit applications and permit issuance, and receives and books requests for building permit inspections.

RESPONSIBILITIES

Building Administration:

- Processes and issues Building and Septic System permits using Diamond and Cloudpermit software (or alternatives).
- Receives building permit applications and performs general technical review to ensure completeness, informs applicant of missing information and guides them through the requirements.
- Scans and uploads applications into the permit software and updates inspection reports into both Diamond Software and the permit software.

- Contacts permit applicant when permit has been issued and arranges payment details.
- Processes monthly building reports to MPAC, Statistic Canada and other agencies as required.
- Organizes sewage re-inspection program administration, including sending notification letters for yearly reinspection; preparing invoices and generates certificate letters upon completion.
- Reviews outstanding (previously issued) permits and sends reminder notices, including invoices on an as needed basis, at least annually.
- Books inspections for building permits and updates file on both online systems and internal filing system.
- Schedule and attend various meetings as needed to record minutes as required.
- Produces and maintains any forms, records, reports and correspondence as required.
- Drafts and reviews correspondence, contracts, reports, and files as directed by the Chief Building Official, Building Official, or other staff.
- Performs other related duties as required.

Planning Administration:

- Responds to inquiries regarding planning and development matters.
- Receives and files all severance correspondence and planning applications under the direction of the Planner.
- Facilitates the processing of rezoning amendments and minor variance applications.
- Schedules conferences with applicants, agents and various stakeholders to facilitate the transfer of knowledge on a wide range of Planning Act applications.
- Aids in preparing any planning-related reports and recommendations to the committees under the direction of the Planner.
- Keeps accurate records of all open planning files and closed planning applications that have been completed.
- Acts as a resource person for the Planning Committees under the direction of the Planner, Clerk or designate.
- Provides support for all other planning matters, under the direction of the Planner, Chief Building Official, or other staff.
- Produces and maintains any forms, records, reports and correspondence as required.
- Drafts and reviews correspondence, contracts, reports, and files as directed by the Planner, Chief Building Official or other staff.
- Performs other related duties as required.

Other Duties:

- Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Participates in the Municipal Operations Centre for emergency purposes.
- Adheres to the Occupational Health and Safety Act and the Township Health and Safety Policy.
- Adheres to Code of Conduct and performs all duties with competency and integrity.
- Responsible for Building and Planning Department office organization, including stationary inventory, etc. while following proper procurement requirements.
- Maintain and provide assistance in managing Building & Planning social media accounts, including content creation.
- Performs light cleaning duties as required, including clearing outside snow from doorway and salt/sand on exterior walkways/stairs on an as needed basis (generally performed by others).
- Performs other related duties as required.

WORKING RELATIONSHIPS

Internal: Chief Building Official
Building Official(s)
Planner
Summer students / Interns
Other Township Staff

External: Ratepayers
Applicants (contractors/designers/planners)
Government Agencies
General Public
Vendors

KNOWLEDGE, TRAINING AND QUALIFICATIONS

The incumbent must have proficient knowledge of the following (or the willingness and ability to obtain):

- Post-secondary education in an Administrative, Building or related field or equivalent work experience.

- Minimum one (1) year of previous experience in Municipal Government or equivalent
- Working knowledge of the Ontario Building Code Act, the Planning Act, the Municipal Act, Municipal by-laws, Provincial Policy Statement, Official Plans and Zoning By-laws.
- Knowledge of basic building construction and terminology.
- Knowledge of basic land use planning principles.
- Successful completion of the AMCTO “Primer on Planning” course
- Successful completion of the OBOA courses:
 - Introduction to Permit Administration
 - Land Use Planning and Zoning Enforcement
 - House
 - Legal Process for Building Officials
 - Plan Examination - Basic
- Certificate in AMCTO Municipal Administration Program is preferred
- BCIN qualifications in “House” and “CBO – Legal”
- Excellent knowledge of personal computers and associated software, with word processing experience.
- Proven ability to work with Microsoft Office 365, including Word, Excel, Outlook, as well Adobe Pro.
- Experience working with GIS, Diamond, IT systems and Building permit related software would be an asset.
- Valid class “G” driver’s license in good standing.

SKILLS AND COMPETENCIES

- Strong organizational ability
- Customer service acumen
- Ability to work independently as well as part of a team
- Strong computer/technical expertise
- Ability to troubleshoot and problem solve
- Visual and mental concentration to multitask
- Strong oral and written communication skills
- Exceptional attention to detail
- Ability to prioritize tasks
- Ability to learn new software/processes as needed
- Time management skills and ability to work under deadlines/stress
- Demonstrated ability of working with difficult people

WORKING CONDITIONS

Typical climate-controlled office environment with standard weekday office hours. Work activities require visual and mental concentration for intermediate durations of time. Extended periods of time spent keyboarding and working on a computer. Occasional

lifting and carrying of items weighing less than 30 lbs (i.e. office supplies).

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

Reviewed by:

Employee

Date

CAO

Date