



DYSART ET AL POSITION DESCRIPTION

POSITION: Permit Clerk	
REPORTS TO: CBO	
POSITIONS SUPERVISED:	N/A
DATE: February 2018	

PART 1 – DESCRIPTION OF JOB REQUIREMENTS

The Permit Clerk provides clerical and administrative support to the Building and By-law Department under the direction of the Chief Building Official.

- Act as first point of communication for Building and By-law Department for incoming calls and inspection scheduling emails.
- Receive and review submitted building and septic permit applications to ensure completeness, calculate and collect applicable permit fees and issue receipt.
- Communicate with the public with regard to permitted uses, setback provisions, zoning, etc.
- Coordinate inspection schedule for building and septic inspection staff.
- Upload all building and by-law documentation to CityView property files.
- Assist CBO in the implementation and maintenance of electronic inspection software systems.
- In consultation with CBO, use website and various social media platforms to promote public education and awareness around issues such as by-law enforcement, new building code changes, fee changes, safety, etc.
- Code invoices as per General Ledger and submit to CBO for approval.
- Maintain departmental records management system based on TOMRMS protocols (The Ontario Municipal Records Management System).
- Provide departmental records as necessary to support response to queries for insurance, legal and Freedom of Information requests in conjunction with Municipal Clerk.
- Assists with completion and submission of various reports and statistics to provincial ministries and agencies.
- Submit occupancy data to MPAC for assessment purposes on a regular basis.
- Assist with compliance letters for planning and building departments.
- Assist with tracking and follow up of incomplete building permits.

- Assists in the preparation of notices to educate the public on the existence, content and intent of by-laws, policies and programs.
- Provide clerical support with regard to lottery licenses.
- Act as primary back-up receptionist during daily lunch and break periods as well as during vacation periods which will include processing incoming mail, directing phone traffic, greeting customers, receiving payments and receipting for various municipal functions.

PART II – The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job:

Technical Skills/Training/Experience

- The incumbent must have strong administrative and communication skills.
- The incumbent must be able to deal with the public in a polite and courteous manner.
- The incumbent must show a willingness to exceed regular scheduled hours of work, on occasion.
- The incumbent must be proficient with Microsoft Office software (especially Word and Excel).
- The incumbent should be familiar with property management software or be willing to learn system for purposes of retrieving data and uploading reports.
- The incumbent must be willing to use social media platforms for public education and awareness purposes.
- The incumbent must have a class G driver's license.
- Two (2) years' experience in progressively responsible, related position in a municipal environment preferred.
- A basic understanding of blueprints preferred (for purposes of calculating permit fees based on square footage).
- A basic understanding, or willingness to gain, knowledge of the administrative provisions of the Ontario Building Code and any applicable Federal and Provincial Laws as they relate to the use of and occupancy of buildings and land is preferred.

Working Conditions:

- Administrative role – regular hours Monday to Friday at Administrative Office – 40 hours per week