



As a result of a maternity leave, The Township of Wellesley will be accepting applications for a temporary contract position of **Building Permit Coordinator**. (up to 19 months, January 2019 – August 2020)

**Duties will include:**

- Conduct preliminary reviews of building permit submissions and supporting documentation to ensure completeness
- Meet with customers to assist in expediting permit applications
- Identify approvals as required prior to the issuance of permits
- Co-ordinate all submitted documentation and fees and process permit applications in the computer system
- Co-ordinate, track and maintain status of all building permit applications and provide initial point of contact in response to customers
- Co-ordinate inspection schedules and provide administrative support
- Prepare monthly reports as required

**Minimum Requirements:**

- Graduate of a minimum two year Community College course in Architectural/Construction Engineering Technology or equivalent
- Minimum 2-3 years experience in the construction industry with an emphasis on permit applications would be considered an asset
- Ability to interpret Codes, By-Laws and working (construction) drawings, with a basic understanding of the Ontario Building Code Act, Ontario Building Code and Municipal By-Laws
- Ability to write reports and letters effectively
- Candidate must possess excellent computer, communication and customer service skills

**Hours of work:** 35 hours per week, with office core hours being 8:30 am to 4:30 pm.

**Compensation:** \$23.64 - \$29.02 per hour (2018 pay scale)

Qualified candidates may submit a detailed resume in confidence to the Township by **4:00 p.m., Friday, November 16<sup>th</sup>, 2018.**

Attention: **Grace Kosch, Clerk**

**E-Mail:** [gkosch@wellesley.ca](mailto:gkosch@wellesley.ca) (preferred)

**Mail:**

Township of Wellesley  
4639 Lobsinger Line  
St Clements, Ontario N0B 2M0

**Fax:** (519) 699 4540

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Township of Wellesley is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially. Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate.