



THE CORPORATION OF THE COUNTY OF PRINCE EDWARD
JOB OPPORTUNITY
DEVELOPMENT SERVICES DEPARTMENT
APPLICATION COORDINATOR
FILE #: 2019-54

The County of Prince Edward is an island community on the shores of Lake Ontario with a proud United Empire Loyalist heritage. Boasting beautiful beaches and a unique rural landscape, the County offers serene country living. Our strong agricultural roots, thriving tourism attractions, renowned regional cuisine, and growing wine industry combine to offer a unique and unmatched quality of life.

Our Human Resources Department is currently accepting applications for the position of **Application Coordinator**. Reporting to the Chief Building Official/By-Law Enforcement Officer, this position is responsible to receive all development applications on behalf of the department for the purposes of determining completeness. This position also reviews plans submitted for small-building Building Permit applications and Short Term Accommodation Licence applications for compliance with the Ontario Building Code Act, the Ontario Building Code, Zoning by-law, Short Term Accommodation by-law and other applicable laws.

The ideal candidate will possess the following qualifications:

- Ontario Secondary School Diploma with a three year post-secondary Diploma in Architectural Technology or related field.
- Substantive experience in a regulatory environment preferably in Building Code and enforcement or direct experience with municipal by-laws in building design or construction.
- Within six (6) months from date of hire, successful completion of the following Ministry of Municipal Affairs & Housing Provincial qualification examinations for Legal Processes.
- Within 12 months from date of hire, successful completion of the Ministry of Municipal Affairs & Housing Provincial qualification examinations for Small Buildings.
- Completion of AMCTO's *Primer on Planning* is desirable.
- Ability to work independently and within a team environment.
- Demonstrated ability to work with Windows, word processing, spreadsheets, data bases, and graphics.
- Able to handle confidential information discreetly.
- Valid "G" Driver's License in good standing and reliable vehicle to use on corporate business.

The current salary range for this full-time position is \$27.61 to \$28.92 per hour, as per Band 8 of CUPE Local 2275's Collective Agreement. Compensation also includes a comprehensive benefit package and membership in OMERS. Please submit your application prior to **4:00 pm September 17, 2019** to careers@pecounty.on.ca.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 476-2148 ext. 1042.

The personal information being collected will be used in accordance with *The Municipal Act* and *The Municipal Freedom of Information and Protection of Privacy Act* and shall only be used in the selection of a suitable candidate.