



# The Corporation of the Municipality of West Grey

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## JOB POSTING

**Position:** Coordinator, Building Services

**Category:** 12 month contract

**Salary:** \$23.13 – \$28.92 /hour

To apply, submit your resume and cover letter to [cbo@westgrey.com](mailto:cbo@westgrey.com) by noon, March 6, 2020.

### **Job Summary:**

The Coordinator, Building Services provides direct support to the building department and indirect support to the Planning and Customer Service teams. For the ideal candidate this could lead to a plans examiner/inspector position.

Specifically, the roles and responsibilities include:

### **Building Services**

- Assist clients with general inquiries including preliminary building and septic permit information;
- Preliminary review of zoning by-law to ensure proposed development meets zoning regulations;
- Contacts clients for permit pick-up, advises clients of costs for permits and other applicable fees and reviews requirements for various inspections with client on receipt of permit;
- Responsible for building files that form part of the roll file;
- Prepares compliance letters, work orders for review, and signature of CBO;
- Receives inspection requests and schedules inspection for Inspectors and CBO.

### **Planning Services**

- Assists Manager of Planning and Development as requested including assisting with notifications, compliance letters, providing information to the public in the Planners absence, assist with Committee meeting agenda prep and minutes, as requested.

### **Customer Service**

- Receives customer enquiries and concerns, confers and/or refers to appropriate staff.



### **Our ideal candidate:**

- Successful completion of a 2 or 3 year program in architectural or engineering technology from an accredited college of applied arts and technology or acceptable equivalent.
- Professional designation/certification, such as Building Code Identification Number (BCIN) or Municipal Administration Program (MAP); Primer on Planning would be considered an asset.
- Successful examination with the Ministry of Municipal Affairs and Housing would be considered an asset.
- Demonstrated knowledge of sound construction practices and design
- Excellent written and computer skills
- Strong communication skills and ability to deal effectively with the public
- Ability to work independently, with minimal supervision, but in a team-environment focused on customer service excellence
- Ability to work effectively as part of a team
- Ability to multi-task and set priorities to meet deadlines and legislated timelines.

### **Physical Demands and Working Conditions:**

- Working conditions are an office location and outdoors, as required
- Valid Driver's license and clean driving abstract
- Ability to handle irate customers on occasion
- Interruptions may occur; ability to refocus on core tasks required
- Satisfactory police and vulnerable persons check

### **About West Grey**

Located in Grey County, and serving a population of just over 12,000, the Municipality of West Grey is a combination of rural, farm communities, friendly urban centres and quaint villages. With our quintessential 'small-town Ontario' vibe, our calming, yet breathtaking scenery, and recreation for every season, West Grey is a truly welcoming place to call home.

*We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted. The Municipality of West Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process upon prior request.*

