



Building & Zoning Coordinator

Full Time (35 hours per week) Job #20-30

The Town of The Blue Mountains is a growing and progressive, four-season community with stunning natural features, including the Niagara Escarpment, Beaver Valley and the Georgian Bay shoreline, and the various recreational activities and experiences they afford. We are seeking to fill a permanent full time Building and Zoning Coordinator position within our Planning and Development Department, Building Services Division.

Advantages of The Blue Mountains include excellent quality of life, endless opportunities, the amenities of a complete community and proximity to the Greater Toronto Area, come join us!

Position Overview:

Under the general supervision of the Chief Building Official/Manager Building Services, this role is integral to the Planning and Development Services team and is responsible for reviewing Building Permit applications for compliance with the zoning by-law, preparing zoning compliance letters, providing comments to all internal and external customers related to zoning inquiries, the day-to-day maintenance of the zoning bylaw in collaboration with the Senior Policy Planner, and the preparation and distribution of statistical reports .

This position is also responsible to provide efficient support services to the CBO as a point person to ensure that building permit, OBC and related inquiries are appropriately dealt with or referred by providing information, assisting with the intake and issuance of permits, overseeing departmental activities within City View property management system, and to provide reception at the Building Service counter.

Required Knowledge, Skills, and Experience:

- Requires minimum multi-year post-secondary education in a related field
- Academic certification in Building, Planning, and/or Zoning matters is highly desirable
- Minimum of 5 years' experience in a municipal building/zoning services environment preferred
- Proficiency in general office software (i.e. Microsoft Office Suite, Adobe, etc.) and municipal database applications (i.e. City View, AMANDA, etc.)
- Working level knowledge of Blue Beam Revu preferred or willing to learn
- This position requires a high degree of multi-tasking skill and the ability to prioritize and be comfortable interacting with the public in response to their inquiries.

Information for Interested Candidates:

A detailed job description and instructions on how to apply are available on the Town's website, www.thebluemountains.ca under Town Hall - Employment Opportunities.

The submission deadline for applications is **4:30 p.m. on Tuesday, August 4, 2020.**

Annual Salary Range: \$53,288.07 - \$62,356.76 (2020 Rate).

1 Position Available

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process. Personal information provided by the applicants is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of candidate selection.

We thank all candidates for their interest; however only those selected for an interview will be contacted.