



## Township of Selwyn Invites Applications for the Position of Permit Intake Technician

The Township is seeking a **Permit Intake Technician**. In this new position, this successful candidate will provide customer service while managing all aspects of the building permit intake and issuance process. This position is also expected to provide preliminary application review for completeness, adherence to all applicable law, including the Ontario Building Code and the Planning Act. The position will provide administrative assistance to the Building Services area. A detailed job description is available on the Township website [www.selwyntownship.ca](http://www.selwyntownship.ca).

The ideal candidate will have a post-secondary education or equivalent in Architecture, Engineering or Construction Technology, or a related field. A minimum of three years related experience in a business or municipal setting will be preferred.

Candidates should be a current member or be willing and able to become a member of the Ontario Building Officials Association (OBOA), as well as be qualified and registered with MMAH in the following categories: General Legal, Small Buildings, HVAC House, Plumbing House. This person will have a good understanding of the principles of urban planning, the Township's Zoning By-laws, Building Code and other relevant legislation. A good working knowledge of personal computers, data base, GIS, AutoCAD and web based mapping software, and word processing programs is required.

The person requires superior interpersonal and customer service skills and must act professionally in providing service to the public and as a representative of the municipality.

The expected hourly wage range for this position is \$26.57 to \$31.88 per hour based on a 35 hour work week.

Qualified candidates are invited to submit their application, consisting of a resume and cover letter, to the undersigned by **12 noon, Monday May 3<sup>rd</sup>, 2021**.

Kim Berry, HR Coordinator  
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Bridgenorth, Ontario  
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In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected under the authority of the Municipal Act and will only be used for the purpose of candidate selection.

We are an equal opportunity employer. Accommodation for accessibility purposes is available upon request during the recruitment process.