



**Township of Adjala-Tosorontio  
Is seeking a permanent full time**

### **Permit Co-ordinator/Building Official**

The Township of Adjala-Tosorontio is located immediately north of the GTA, at the Southwest border of Simcoe County. Our population is approximately 11,000 people and offers rural living with proximity to urban amenities.

Reporting to the Chief Building Official / Director of Building, Planning and By-law Services, the Permit Co-ordinator/Building Official will be an integral member of the Township's Building and Planning Services Department. We are seeking a highly motivated and organized professional who thrives in a dynamic environment and possesses exceptional interpersonal and technical skills.

The key duties include but are not limited to: Reviewing application submissions, drawings and associated documentation to determine completeness and acceptability in accordance with the Ontario Building Code Act, Ontario Building Code and Township Building and Zoning By-laws as required in the processing and issuance of building permits. Accepting and processing permits including building permits, sign permits, fill permits, license applications and pool enclosure permits. Performing application costings to determine applicable fees. Providing customers with general information related to the Ontario Building Code, Township of Adjala-Tosorontio Zoning By-law and other applicable legislation. Acting as the MTO License Holder regarding the input and processing of parking tickets for the Township. Monthly reporting to the Municipal Property Assessment Corporation (MPAC) and Statistics Canada. Preparing quarterly reports to Council and for the Building department on an as-required frequency. Recording searches for compliance checks. Performing inspections relative to the successful candidate's BCIN qualifications. Investigating and reporting on by-law matters when required. Assisting both Planning and By-law staff as needed. Performing administrative duties as assigned by the CBO/Director.

#### Qualifications:

- Graduate of a 2- or 3-year College or University Program in a related field (comparable trades experience will be considered for equivalency).
- More than 2 years of related experience, in a municipal environment.
- Qualified with the Ministry of Municipal Affairs and Housing in the areas of either General Legal or CBO Legal, and either House or Small Buildings qualifications.
- Working knowledge of the Ontario Building Code and Act.
- Thorough knowledge and computer proficiency in Microsoft Office products (including Outlook, Word, Excel and PowerPoint), as well as CityWide software or other municipal software programs.
- Excellent written and verbal communication skills.
- Proficiency in report writing regarding by-law investigations and building inspections.

Additional requirements to the above for additional consideration:

- Certified Building Code Official (CBCO) designation.
- Additional BCIN qualifications in Plumbing All, Building Services, Building Structural, Large or Complex Buildings, HVAC House, Plumbing House, Fire Protection, Lighting, Detection and Power and On-Site Sewage.

Conditions of Employment:

- Valid Ontario Class “G” Driver’s License in good standing
- Satisfactory Criminal Record or Vulnerable Sector Check (Level 3) will be required of the successful candidate, at their own expense, to verify the absence of a criminal record for which a pardon has not been granted.

Salary is \$53,808.55 to \$67,260.69 (2021) annually, plus a comprehensive employee benefit plan.

Interested applicants are invited to submit a cover letter and resume by April 26, 2021 to [HR@adjtos.ca](mailto:HR@adjtos.ca)

We thank all those who apply, but only those selected for an interview will be contacted. Accessibility accommodations are available for all parts of the recruitment process. Applicants are asked to make their needs known in advance. Personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25 and will be used to determine employment eligibility.