

The Town of East Gwillimbury is conveniently located along Highway 404 in northern York Region and has been identified as a premier center for growth within the GTA. We are proud of our award-winning focus on modernization, innovation, and creativity. Those joining Team EG will use that lens to help shape our growing community. As an Employee Recommended Workplace, employees enjoy a number of benefits including; competitive wages, employee assistance program, active social and wellness committees, access to outdoor seating areas and numerous trails which allow you to enjoy the beauty of EG while at work. Come join our team and see the EG difference!

Reporting to the Deputy Chief Building Official, the Permit & Zoning Coordinator is the primary contact and coordinator of the building permit application process, from the time of application submission to permit issuance. This position is also the primary contact for all matters related to booking inspections, timely preparation of reports for the Building Branch and other agencies.

Key responsibilities include: provide up to date information on building permits and respond to enquiries from and/or liaise with applicants, the development/building community, the general public, and internal departments. Perform zoning reviews and preliminary plans examination (Zoning, Building Code, and applicable law reviews) to determine if the requirements for a complete building permit application have been satisfied. Maintain an accurate record of all public enquiries and building permits. Collect and track building permit fees and other development related fees required at the time of building permit applications and permit issuance. Coordinates, schedules, and ensures maintenance of accurate and up to date records in CityView for the permit/inspections tracking system. Proficiency in Cityview & Microsoft Office Suite preferred.

Preferred candidates will hold a post-secondary Diploma in Architectural or Engineering Technology, Office Administration, Business/Public Administration, Planning or related discipline or equivalent work experience and possess a minimum three (3) years' experience within a Building or Planning Department environment or similar setting. Ability to interpret the Building Code Act, Planning Act, Development Charges Act, Ontario Building Code, Zoning By-law and other related legislation. In addition, the preferred candidate should have experience reading and interpreting surveys and architectural drawings and have the ability to communicate effectively, tactfully and courteously with all levels of staff and elected officials.

Salary Range: Band 5: \$57,603 – \$67,759

If you're looking for a career that will enable you to contribute to a growing and inclusive community, please submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

Deadline for applications is May 17, 2021.

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.