

Applications Administrator



Job Title	Applications Administrator - Temporary Full Time
Employer	City of Markham
Location	Markham, ON, CA
Salary Range	CAD \$59,317 to \$66,648 Annually
Worker Category	Temporary Full Time

The City of Markham, an award-winning municipality with more than 353,000 residents, is Canada's high-tech capital and most diverse community, enjoying a rich heritage, outstanding community planning and services, and a vibrant local economy. Committed to being a model of public service excellence, with a workforce that is representative of the population we serve, we are looking for people who share our values and are champions of innovative practices. Diversity is one of Markham's strategic priorities, and we strive to develop and maintain an environment that is inclusive and creates a sense of belonging for all.

To apply please submit your cover letter and resume at bit.ly/3fhAJhx by May 26, 2021. Please select current opportunities and apply now. This position is temporary and is expected to continue for one year.

Join us and make a lasting difference!

JOB SUMMARY

Receives and reviews all permit submissions to confirm they meet the minimum application standards and advises the applicants of deficiencies and other required approvals. Coordinates the processing of permit application and exercises discretionary authority to ensure that plans review and associated administrative procedures adhere to departmental time targets.

KEY DUTIES AND RESPONSIBILITIES:

- Receive all permit submissions to confirm they meet minimum application standards and advise applicants of deficiencies and other required approvals.
- Reviews and applies all relevant legislation, policies, procedures and standards to building permit applications by thoroughly reviewing submissions ensuring they meet minimum departmental application standards and provides cursory technical and zoning review.

- Oversees and / or create permit application folders having regard for the proper folder type, subtype, work proposed, property data, fee payments, process assignment, workflows and documents of “attempts” and “results” according to departmental procedures and standards.
- Digitally archive all permit issuance documents into the Amanda permit folder having regard for standardized naming conventions, processes and department policies/ procedures.
- Keeps clients up to date on the progress of the service they are receiving and notifies them of changes that affect the outcome of the service.
- Maintains currency in AMANDA and ProjectDox functionality to align with departmental processes and procedures.
- Provide customer service to support plans examination and zoning examination departments.
- Other duties as assigned.

MINIMUM REQUIREMENTS

- Minimum community college diploma in Planning, building technology or a related discipline
- Three to five years related experience or equivalent
- Ability to read and interpret working drawings, complex legal documents and by-laws
- Basic knowledge of the Ontario Building Code

CORE COMPETENCIES

Service Excellence: Meets or exceeds service standards when interacting with customers in the community and in the organization.

Change & Innovation: Responds positively and professionally to change and helps others through change.

Teamwork & Relationship Building: Interacts with others in an inclusive, collaborative and respectful way that creates effective working relationships.

Communication: Communicates in a clear, professional and respectful way; demonstrates active listening.

Accountable & Results Oriented: Demonstrates ethical behaviour and accountability, aligns with City values, and abides by relevant policies and legislation.

Management & Leadership: Demonstrates self-management, professionalism and engagement; leads by example.

The City of Markham is committed to inclusive, accessible and barrier free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. Please let us know if you require an accommodation and we will work with you to ensure a barrier free hiring process.