



## Town of Erin

### Permit Clerk

*Job description and duties are currently under review*

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**Business Unit:** Building & Enforcement

**Position Title:** Permit Clerk

**Reports To:** Director of Building/Enforcement Services & Chief Building Official

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#### **PURPOSE & SCOPE OF POSITION**

The Town of Erin is looking for a highly motivated, customer service oriented Permit Clerk to join our team. Under the direction of the Director of Building/Enforcement Services & Chief Building Official, the successful candidate will be responsible for reviewing and performing initial input of building permits in the system and issue permits to collect fees for the department. The successful candidate will hold a degree in building/planning or a related field or has completed a minimum two (2) year college diploma from a recognized Building, Construction or Architectural Program. If you are a self-starter, future focused and looking to be part of a fast- paced team, we want to hear from you.

#### Responsibilities

- Responsible for data processing and tracking of building, septic and sign permit applications;
- Informs permit applicants of missing document and/or non-compliance with the zoning by-law;
- Participates in the administration of Professional Statutes and Codes, By-laws, agreements, including but not limited to zoning, building, fencing, sign, development charges, site plan control etc.;
- Reviews site plan control applications to ensure compliance with the zoning by-law;
- Ensure compliance with the Nutrient Management Act and Minimum Distance Separation;
- Assist in scheduling site and building inspections with contractors and developers;
- Informs permit applicants of missing document and/or non-compliance with the zoning by-law;
- Responsible for receiving, dating, accepting or refusing, and processing in all building permit applications on behalf of the Chief Building Official in accordance with Section 1.3 of the Ontario Building Code;
- Calculate building permit fees, and deposits;
- Conduct plan examination, issue status letters, and issue permits in compliance with the Ontario Building Code, and zoning for uses up to and including R3 (Residential Mixed Zone), and relevant Municipal By-laws, for Part 9 residential buildings such as: decks, water and sewer services work, accessory structures, signs, and pool permits application;
- Respond to public at the counter, by phone or email for enquiries pertaining to the technical requirements of the Ontario Building Code, application submission requirements, zoning for uses up to and including R3 (Residential Mixed Zone), and relevant Municipal By-laws;
- Liaison with officials, agencies, contractors, designers (Engineers, Architects, etc.) and property owners, as necessary. Work closely with departmental staff, including Building Inspectors;

## Position Requirements

### *Education*

- Successful completion of post-secondary degree in a related field (Building/Planning) or;
- Minimum two (2) year college diploma from a recognized Building, Construction or Architectural Program;
- Successful completion of the Ministry of Municipal Affairs and Housing examinations listed below and registration as an inspector with MMSH is highly desirable, General Legal/Process for Inspectors;

### *Experience*

- **Minimum of 3 years of government experience (preferably local government);**
- Demonstrated knowledge of municipal government functions;
- Proven ability to handle high-stress environments with professionalism, confidentiality and tact;
- Well-developed written and verbal communication skills, with the ability to communicate effectively and tactfully;
- Superior customer service reflecting a positive, outgoing and professional demeanor;
- Ability to maintain confidentiality;
- Strong critical thinking, problem solving, conflict resolution skills;

## Working Conditions and Environment

- The incumbent will be working primarily out of the Town offices.
- The forgoing represents a reasonable statement of the requirements of this position;
- The salary range for this position is \$34.73 - \$40.63 per hour;
- This is a 35-hour a week position;
- Normal office hours are 8:30am -4:30pm, Monday through Friday, however the incumbent may be required to work outside of normal business hours.

**Interested applicants may submit their resumes to [HR@Erin.ca](mailto:HR@Erin.ca). Resumes will be accepted until 4:00 pm on August 6<sup>th</sup>, 2021**

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The foregoing represents a reasonable statement of the requirements of this position.

Hiring will be subject to the successful passing of a Criminal Reference Check and verification of education and required certifications'. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town of Erin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*.

