



Job Posting Building Administrator

Type: Permanent – Full Time

Salary: \$26.45 - \$31.11 per hour (2021 rate – under review for 2022)

Benefits & OMERS Pension in addition

Hours of work: 34.5 hours per week

Department: Building & Planning Department

The Township of Douro-Dummer is seeking a person to fill the newly created full-time position of a Building Administrator, an administrative assistant to the Building & Planning Department. For a detailed job description please visit www.dourodummer.ca.

Qualifications:

- Minimum one year of experience in an administrative position;
- Post-secondary degree or diploma in business, municipal administration, construction technology, or a related field;
- Has obtained or willing to obtain a variety of other certifications outlined in job description through paid training.
- Experience, education or interest in construction industry.
- Excellent judgement, tact, time management, organizational, and customer service skills;
- Advanced proficiency with Microsoft Office (including but not limited to Word, Excel, Outlook, Power Point), and related Public Sector financial software (Great Plains) would be an asset;
- Ability to establish and maintain effective working relationships, including working with difficult people;
- Ability to work independently and in a team setting with a high degree of confidentiality, autonomy, accuracy, and reliability;
- Valid class “G” driver’s license in good standing.

Reporting to the Chief Building Official, the Building Administrator role provides administrative support to the Building and Planning Departments as well as front-line customer service support to Township residents. In addition to related clerical responsibilities, this position processes payments, responds to phone, email and walk-in

inquiries and requests pertaining to building permits, planning applications and by-law enforcement activities.

The position will also be responsible for receiving applications for all classes of building permits, reviewing applications to determine completeness under the Ontario Building Code and applicable law. The position will be responsible for review and assistance to the public regarding other relevant by-laws and generally assisting the public. The Building Administrator coordinates all new permit applications and permit issuance, and receives and books requests for building permit inspections.

Let us know why you would be an excellent team member by submitting your application. Proof of being fully vaccinated against COVID-19 will be required as a condition of employment.

Resumes will be received in confidence no later than **January 25th, 2022 at 4:00 p.m.** Please submit your resume to Brian Fawcett, CBO, Township of Douro-Dummer at brianf@dourodummer.on.ca.

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

Candidates are encouraged to inform of any accommodating requests so that they can be dealt with throughout the recruitment process. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.