



Building Permit Administrator

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit. We are looking for an energetic, highly motivated and organized professional to make a significant contribution in the Building division

Reporting to the Chief Building Official, this position is responsible for acting as the primary point of contact for permit applicants and both internal and external applicants seeking information about permit requirements and application status. The candidate will provide information regarding zoning by-laws to the public, developers and clients. The position will ensure permit applications comply with all municipal, provincial, and federal legislation, site plan applications, subdivision agreements and zoning by-laws.

Successful candidates will possess a degree or a diploma architectural engineering or a related discipline; and have three years related experience in a design, construction, planning, regulatory environment or a related activity preferably in a municipal environment. Candidates must possess the Qualifications in Building Code -Division C –Table 3.5.2.1 for House and General Legal and have completed the OBOA Land Use Planning and Zoning Enforcement course. Candidates will have a thorough understanding of the building permit process; basic knowledge of the Ontario Building Code, specifically Parts 1 and 2; and the ability to read and interpret working drawings, legal documents and by-laws. Experience with the interpretation of zoning by-laws would be considered an asset. Candidates must be able to promote a culture of inclusiveness and work with a diverse population of employees, participants, agencies and the public. Candidates will be able to communicate effectively, professionally and courteously with all levels of staff, contractors and the general public, be productive in a team environment, possess strong conflict resolution skills, and have demonstrated proficiency with information technology. In addition, a criminal record check will be required upon hire and candidates must be able to provide proof confirming receipt of the full series of a Covid-19 vaccine as a condition of hire in accordance with the Town's mandatory vaccination policy.

The position offers a salary range of \$51,068 to \$63,835 (2022 rates) plus a competitive benefit package and an option for flexible work arrangements.

To explore these challenging opportunities further, we invite qualified applicants to forward their resume and covering letter in confidence, quoting file number **2022-BP06** by June 29, 2022 to:

Town of Bradford West Gwillimbury, Human Resources Department
125 Simcoe Road, P.O. Box 251, Bradford, Ontario L3Z 2A8
Fax: 905 775-8633 or email hr@townofbwg.com

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.