

City of Stratford
Building Coordinator

Job Posting#: 37-2023

Status: Permanent Full-Time

Union/Non-union: CUPE 1385

Date Posted: November 17, 2023

Annual Salary: \$60, 710 - \$64, 586

Closing Deadline: November 29, 2023

Department/Division: Building & Planning Services / Building Services

Location: On-Site (Stratford, ON)

Duties:

Reporting to the Chief Building Official, this position is responsible for providing technical advice and coordination of the Ontario Building Code and Ontario Planning Act and related statutes, while providing administrative support and customer service duties for the department.

Work Performed:

- Greets public; provides general information; responds to email, counter, and phone inquiries for Building & Planning Services.
- Administers and enforces Ontario Building Code Act & Regulations, Ontario Planning Act, and related municipal by-laws including relevant applicable law.
- Receives complaints, licence applications, permit and development applications and ensures all required documentation and approvals are submitted.
- Collects and processes payments and transactions including licenses, invoices, development charges, and permits.
- Reviews licenses, permits, applications and requests. Confirms zoning compliance, and coordinate responses from technical staff as required for various permits and licenses within the department.
- Coordinates and provides support to department for development applications, including site plans and Committee of Adjustment.
- Distributes applications and construction plans to Building Officials, Planning staff, and others as required for review. Upon issuance, ensures digital filing system is completed and issued documents are forwarded to owners, contractors, etc.
- Processes applications in relation to the municipal addressing for the 911 system and notifies emergency services, public utilities, developers, and contractors of the same.
- Schedules site inspections and ensures completed inspection reports are filed.
- Prepares agendas and minutes for various meetings.
- Assists with incoming and outgoing mail, electronic communications, emails, and courier services for Building & Planning Services.
- Assists with the scanning, filing, and retention of documents. Ensures the property filing system is maintained and updated in accordance with the municipal retention by-law.
- Responds to questions and complaints regarding official plan and zoning, codes and regulations, inspection schedules, inspection results and code compliance requirements.
- Confers with and provides information to developers, engineers, architects, property owners, contractors, committees established by Council, and others regarding code requirements and alternatives and official plan and zoning; resolves complaints and problems.
- Maintains building inspection files and logs; prepares reports, correspondence, requests for progress payments.

- Refers special and/or unusual situations to the Chief Building Official for direction.
- Assists in maintaining a safe working environment.
- Performs other related duties as assigned.

Qualifications:

- Community College Diploma (3 years) in Construction Engineering, Civil Engineering Architectural, Mechanical Technology, or equivalent education.
- Minimum 3 – 6 months related professional experience.
- Possess and maintain mandatory professional qualifications and designations as set out in the Ontario Building Code.
- Valid Driver's Licence (Class G).

Specialized Skills, Abilities, Training, License, Memberships, or Certifications

- Possession of or eligible for membership in the Ontario Building Officials Association (OBOA).

Applications will be received until November 29, 2023 at 4:30 pm.

Apply online by visiting: <https://stratford.hiringplatform.ca/processes/145663-building-coordinator-permanent-full-time?locale=en>