



Making life better in King

King is Hiring Permit Administrator II

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Chief Building Official/Manager of Building, the Permit Administrator II is responsible for the following:

- Conducts introductory meetings between the Building Division clients to prepare accurate and complete permit application submissions; provides guidance and clarification in person, in writing and by telephone to internal and external clients.
- Responsible for follow up on approvals relevant to permit issuance with *Ontario Building Code* mandated timeframes.
- Receives building, plumbing/drain and sewage applications. Reviews applications for building permits for completeness and accuracy in accordance with policies and procedures, and in accordance with Provincial legislation and guidelines.
- Responds to customers inquiries; advises applicants of various approvals/assists customers with Building related matters.
- Ensures the collection of building permit fees, development charges, lot levies, and other administrative fees, prior to permit issuance.
- Assists applicants in completing forms and answering inquiries regarding the status of permits, ensures all necessary information (drawings, etc.) are submitted at time of application.
- Enters applications into tracking system and follows up on progress. Monitors status of building permit applications and advises applicants accordingly.
- Generates reports and notices for the purpose of reporting on permit activity to meet legislative requirements, financial reporting for budget, and construction values for Statistics Canada. Prepares monthly activity reports to various government agencies including quarterly reports for Council and internal departments; maintains monthly and yearly record of permits issued and development activity.
- Maintains building permit/files for new developments.
- Provides input to various departments in regard to occupancy status, as well as other milestones in the development agreement process to assist in the preparation for maintenance and assumption.
- Prepares and forwards permit information packages to individuals as requested.
- Coordinates departmental comments on complex site plan applications, development applications, subdivision draft plan approvals, Zoning By-law and Official Plan amendments and minor variances with regard to Land Use and Oak Ridges Moraine Policy.
- Coordinates schedules of the Division officials; scheduling daily inspection requests, meetings requested by the public, final road damage inspections and other meetings as required both internally and externally. Utilizes web-based customer service request system.
- Receives compliance requests, such as Property Information Request, circulates it to appropriate liaisons and follows up on each departmental response. Consolidates all responses into one Property Information Report and provides it to the applicant.
- Provides telephone and counter support to ensure consistently high level of customer service by responding to inquiries.
- Prepares notice letters to residents with respect to compliance with mandatory sewer connection by-laws and other by-laws.
- Administrates Building Division's related invoicing and supply orders.
- Complies with all health and safety practices as it relates to the work, standard operating guidelines and the *Occupational Health and Safety Act*.
- Other related duties as assigned within the Growth Management Services Department.

The successful applicant will possess:

- Mandatory Provincial qualifications as set out in the *Ontario Building Code* (Div. C. 3.1.4. for Legal/Process and House) with preference given to those with a Diploma in Civil Engineering Technology and/or Architectural Technology or a related discipline from a recognized post-secondary institution.
- Ability to read and understand plans, blueprints, building construction drawings and subdivision and site plan agreements.
- Familiarity with all types of building materials, construction and procedures.
- Must be eligible for membership in Ontario Building Officials Association.
- Knowledge of Municipal Zoning and Property Standards By-laws, *Planning Act*, Tarion Warranty Corporation, *Provincial Offences Act*, *Occupational Health and Safety Act* and standards associated with various agencies such as the Underwriters Laboratories of Canada, American Society of Heating, Refrigeration and Air Conditioning Engineers, National Standards of Canada, National Building Code of Canada and other applicable laws.
- Excellent computer skills utilizing various programs with a preference for Microsoft Office Suite of programs (Outlook, Word, Excel and PowerPoint) Internet, permitting and tracking systems or similar software. Proficiency with other standard office equipment inclusive but not limited to photocopier and facsimile machine.
- Superior time management, organization and communication skills; excellent customer service skills are required.
- Ability to communicate effectively with all levels of staff and government, elected officials, consultants, builders, contractors, lawyers, developers, architects, the general public and others in building industry organizations.

Salary Range: \$64,100 - \$71,234 (2024 Rate)

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on July 26, 2024**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the *Municipal Act, 2001, S.O. 2001, c.25* and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the *Integrated Accessibility Standards Regulation 191/11 (IASR)*, and the *Ontario Human Rights Code*, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.