

Invites applications for the position of

Building Standards & Permit Coordinator **Permanent Full Time**

Are you ready to dive into a dynamic role where you'll be at the heart of our community's growth and development?

The Town of Ingersoll is seeking a **Building Standards & Permit Coordinator** (Permanent Full Time) to join our Building department. Located in Oxford County in Southwestern Ontario, Ingersoll offers urban living with small-town values yet enjoys easy access to larger cities. Surrounded by farms and nature, Ingersoll is home to a diversity of thriving industries and commercial businesses and is host to many special events, athletic and recreational amenities and excellent schools. For more information on the Town, please visit our website at www.ingersoll.ca.

Position Overview

In this pivotal role, you'll handle everything from processing building permit applications using cutting-edge software (Cloudpermit) to coordinate inspections and engage with various stakeholders, including Town and County departments and the public. The Building Standards & By-Law Coordinator is responsible for the daily support and organization of all general inquiries, applications, requests and processes, and provide administrative support to the department.

- Receive building permit revenues, collect development fees, and receive zoning clearance request fees
- Prepare monthly building reports, collate data and forward to appropriate agencies as requested
- Prepare building applications, input data to process building permits using Cloud Permit computer program
- Ensure building permit application submissions are complete, processed, logged, and circulated and all records and documents created are filed either physically or electronically
- Schedule building permit inspections and other meetings as required
- Process zoning clearance request letters for reply by Chief Building Official
- Remain up to date in topics such as zoning, property standards, and related Town By-laws required for answering inquiries
- Respond to counter, phone and e-mail inquiries regarding application submissions and requirements
- Respond to incoming calls/or concerns related to the compliance and enforcement of the Ontario Building Code and bylaws that include zoning, fencing and signs
- Schedule and coordinate inspections for relevant by-law investigations
- Receive and process applications for relevant bylaw exemptions
- Prepare correspondence, documents, agendas, minutes, monthly reports for department and related committees
- Develop and maintain the physical and electronic filing systems and indexes, prepare for year-end by setting up new files and closing out current files, storing same in appropriate location, tabulating records, compiling year-end reports as required
- Gather information and complete general research, including matters of confidential nature
- Maintenance of the Department web pages and permitting software

Qualifications

- 2-year Community College diploma in Office Administration-Executive or other related field; or equivalent combination of school and work experience.
- Five years of relevant work experience in the planning, by-law and/or building field, in a municipal, legal or private sector, development setting or in a position of similar responsibility

- Intermediate computer skills, especially Microsoft Office, Word/Excel, PowerPoint, Building software (Amanda/Cloudpermit) and other custom software that is used from time to time.
- Excellent customer service skills with the ability to resolve customer inquiries/complaints both in-person, by email, and over the phone using problem-solving skills

Considered an asset

- Certified Canadian Administrative Professional Certification (CCAP)
- Primer on Planning, Land Use Planning and Zoning enforcement courses
- Legal Process for Building Officials, Introduction to Permit Administration courses
- Knowledge of provincial legislation relating to the Municipal Act, the Planning Act, the Building Code Act, municipal by-laws (Official Plan, Zoning By-Law) and enforcement processes

Benefits

- We offer a competitive salary range (Grid O) of \$53, 380.86 - \$62, 446.63 yearly (based on 35 hours/week).
 - **Compensation is currently under a Pay Equity Review.**
- There is the option to work a 4-day work week.
- This position includes extended health benefits – Non-Union. The incumbent would also be eligible to participate in OMERS, the Employee Assistance Program, paid time off including vacation and sick time, and so much more!

Application Instructions

If you're detail-oriented, thrive in a fast-paced environment, and enjoy making a positive impact through exceptional customer service, we want to hear from you! Take the next step in your career and join us in shaping the future of our town. Let's build together! To explore this exciting opportunity further, submit your application in confidence, to the attention of Monique Donmoyer no later than **July 21, 2024**.

Monique Donmoyer

HR Manager

Town of Ingersoll

130 Oxford Street, 2nd Floor

Ingersoll, Ontario N5C 2V5

monique.donmoyer@ingersoll.ca

The Town of Ingersoll is an equal opportunity employer and will make accommodations available to applicants with disabilities upon request and throughout the entire recruitment process. While we appreciate all applications received, only those invited for an interview will be acknowledged. Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment.