

Job Description Building and Planning Assistant

Position: Building and Planning Assistant	
Reports To: Chief Building Official	Revised: August 17, 2018
This Position Is: <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing <input type="checkbox"/> Revised	

Job Summary:

The Assistant is the first point of contact for the public and interested professionals who are seeking standard building information, by-law enforcement information and planning information concerning zoning by-laws, official plans, and policy or related regulations.

Duties and Responsibilities

Building:

- Maintains all files related to building/plumbing inspections;
- Compiles building, plumbing and demolition documents and appropriate inspection sheets for each file;
- Maintains and updates electronic inspection module for building department;
- Distributes permits to assessment office, permit holder and file;
- Prepares monthly reports for Statistic Canada, Revenue Canada, Ministry of Labour, Municipal Property Assessment Corporation, Canada Mortgage and Housing Corporation, Tarion Warranty Corporation, Kawartha Pine Ridge District School Board and the Peterborough, Victoria, Northumberland-Clarington Catholic School Board;
- Maintain spreadsheets for County Development Charges and prepare refund requests monthly;
- Tracks inspections, permits and compliance orders and issues invoices for re-inspections, renewal fees and discharge fees;
- Schedules inspection appointments in accordance with the Building Code;
- Balances General Ledger and spreadsheets and prepare Journal entry for auditors at year end;
- Prepares compliance letter regarding zoning, outstanding building permits, work orders, etc.;
- Manages files for Ontario Wildlife Damage Compensation Program including Council report and refund requests for compensation;
- Provides first response to all counter and phone inquiries related to all building, planning and by-law enforcement matters;
- Issues receipts for building and planning fees and charges;
- Respond to questions regarding assessment roll book and maps, etc.;
- Creates forms and brochures as required;
- Creates and/or revises as well as ensures sufficient supply of various forms, applications and information packages;
- Daily cash handling and management;
- Other duties as assigned.

Planning:

- Assists Planning Technician with minor variance and rezoning applications;
- Acts as a back-up Secretary Treasurer to Committee of Adjustment as required.

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Job Requirements:

- Diploma in Business or equivalent;
- Minimum of one year previous experience in Municipal Government or equivalent;
- Knowledge of Geographic Information Systems (GIS);
- Knowledge of basic building requirements and terminology;
- Knowledge of basic planning principles;
- Experience in a building related environment considered an asset.

Key Performance Competencies:

- Communication and interpersonal skills to explain and exchange information, and resolve standard issues with lawyers, real estate agents, consultants and land owners;
- Accountability for the provision of planning information;
- Ability to deal with multiple tasks and changing deadlines while maintaining a high level of accuracy;
- Ability to prioritize workload and work with limited supervision;
- Intermediate mathematical skills to calculate percentages, ratios or averages and unit-measure conversions;
- Proficient in use of computer programs including word and excel;
- Tact and judgment;
- Strong communication skills;
- Proven customer services skills.

Health and Safety:

All Employees are responsible to be aware of, understand and follow Occupational Health and Safety regulations by taking reasonable precautions to protect themselves and fellow workers from health hazards and unsafe situations. Employees are required to follow any Health and Safety policies and procedures established by the Municipality.

Supervision:

This position does not require the incumbent to supervise or direct the work of others.

Contacts:

Internal: Has contact with all employees and Council.

External: With the public, other Municipalities, private businesses, developers, contractors, and all levels of government.

Work Environment:

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

- Typical office environment conditions with minimal travel outside the office to attend meetings/conferences/seminars;
- Works in an environment that is subject to interruption and demands accuracy and attention to detail;
- Tasks are somewhat diverse and some interpretation is required;
- Work can be confidential in nature and requires discretion;

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- 35-hour work week and may require occasional overtime;
- Works within the administrative policies and procedures of the Municipality;
- Seldomly required to deal with minor conflicts/complaints;
- Requires the general understanding of the public's needs.

Physical Demands:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing the responsibilities of the job, the employee is required to talk and listen. The employee is often required to sit for long periods of time and use their fingers for typing. Simple, easy muscular movements and limited intricate or repetitive tasks. Typical activities include sitting, standing, visual attention to details and movement of average weight materials. This job has some capability to control interruptions and pace of work.

Impact of Error:

- Deadlines that are not met could result in legal and long-term action;
- Errors could result in loss of money for the Municipality;
- Errors could result in confusion, time lost, and hinder public relations;
- Misinterpretation of data or inaccurate information could reflect poorly on the Municipality;

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

I have read the job description and understand the job requirements of this position and the expected standards of performance.

Employee

Date