



THE CORPORATION OF NORFOLK COUNTY – JOB POSTING

Posting #: CUPE 137.23 – REPOST 3

Position: Zoning Administrator

Status: Temporary Full Time (from date of hire up to approximately July 16, 2025)

Employee Group: CUPE Local 4700

Salary: \$26.95 to \$33.65 per hour

Division: Community Development

Department: Building

Reports To: Chief Building Official

Location: Simcoe, Robinson Administration Building

Posting Period: April 15, 2024 – April 28, 2024



How to apply:

Follow the link below for the application process through Google Chrome or Microsoft Edge:

<https://apply.workable.com/j/9FFA81596E>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.

Find out more information about Norfolk County here: [Employment at Norfolk County - NorfolkCounty.ca](https://www.norfolkcountycanada.ca/employment)

Basic Function:

This position is first point of contact for both Building and Planning Department with customer inquiries and circulations as it relates to the Zoning review and compliance for all development related applications and inquiries.

Knowledge and Experience:

- Graduate of a Land Use Planning degree, Architectural Technology diploma program (or closely related field), and related disciplines or equivalent combination of education and experience.
- Over two up to and including three years related experience in planning, building or zoning administration at the municipal level
- Membership or eligibility for membership/certification in OPPI/CIP, OBOA, or OACETT would be an asset.

Skills and Abilities:

- Working knowledge of the Ontario Building Code, Planning Act, Provincial Policy Statement, Official Plan, Secondary Plans and Zoning By-Laws, zoning principles and their interpretation.
- Familiarity with development process including; Committee of Adjustment - Consent and Minor Variance applications including the zoning deficiency form, Official Plan Amendment, Zoning By-law Amendment, Subdivision, Site Plan, and Condominium processes.
- Ability to read and interpret technical drawings/blue prints.
- Ability to deal effectively and courteously with Council, staff and the public.
- High level of written and verbal communication skills.
- Excellent organizational skills with attention to detail and ability to meet deadlines.
- Demonstrated interpersonal, critical thinking, and problem solving skills.
- Municipal experience and understanding of municipal business processes is essential.
- Exemplary customer service skills.
- Superior interpersonal skills including the ability to work independently and effectively in a team environment.

- Valid Ontario driver's license and access to a reliable vehicle.
- Computer expertise in corporate standard software (Microsoft Office) and departmental specific software including CityView and GIS.
- Must be aware of safe work practices as they relate to job responsibilities and work environment, and have the basic understanding of the Occupational Health and Safety Act.

Position Description:

- Review Zoning Bylaw provisions for building permit applications regulations including Minimum Distance Separation, Source Protection etc.
- Undertake a zoning review and provide written comments on building and development applications.
- Provide interpretation on the County's Zoning By-law and provide professional advice on zoning matters.
- Review and respond in the determination of legal non-conforming and legal non-complying status of properties.
- Review and provide comment on various Planning and development applications and amendments (i.e. site plans, minor variance, zoning amendments, severances and subdivisions) for compliance.
- Review of Tourism Partner Zoning Compliance on a regular basis.
- Review of Special Event Zoning Compliance on a regular basis.
- Liaise with other departments regarding the interpretation of zoning by-laws.
- Provide information and interpretation to applicants, and the development industry on zoning inquiries (i.e. permitted uses, setbacks, parking, etc.)
- Promptly respond to front counter, telephone and email enquiries regarding land use, zoning inquiries, zoning by-law interpretation, etc.
- Respond to property information enquiries and prepare responses regarding zoning and official plan compliance as required.
- Liaise with other County staff in reference to building permit applications, site plan applications, zoning by-laws, proposed by-law amendments, Committee of Adjustment applications, etc.

- Provide information in response to requests for zoning compliance reports in the absence of the Zoning Information Officer.
 - Attend regular development meetings as required including pre-consultation and site plan review team.
 - Other duties as assigned.
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The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.