



## PERMIT CLERK

The City of Belleville, known as the 'Friendly City', is located at the mouth of the Moira River where it meets the picturesque Bay of Quinte. Experience world-class fishing, boating, cycling, and walking along approximately 14 kilometers of waterfront trails. Situated between Toronto and Montreal, and less than one hour from the U.S. border, the City truly is at the center of it all.

Approximately 56,000 people make Belleville their home and over 220,000 live within 30 minutes of the City. We are in close proximity to Prince Edward County where you can discover award winning wineries and numerous beaches including Sandbanks Provincial Park. We are home to Loyalist College of Applied Arts and Technology as well as Albert College, Canada's oldest co-ed boarding independent private school. The historic downtown core provides numerous restaurants, shopping and live music and theater venues for an amazing cultural experience. Our inviting blend of small-town warmth and big city amenities, quality of life and affordable housing make Belleville the perfect place to live, work and play. More information is available at [www.belleville.ca](http://www.belleville.ca)

Currently, the City of Belleville has an exciting opportunity for a highly motivated, strategic, and dynamic individual to join the Engineering and Development Services Department as Permit Clerk.

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**Position Type:** Permanent Full-Time

**Number of Positions:** One (1)

**Department:** Engineering and Development Services

**File Number:** SV24-133

**Location:** City Hall (169 Front Street, Belleville, ON)

**Hours:** Monday to Friday, 8:30 AM - 4:30 PM, 35 hours per week

**Employee Group:** CUPE Union

**Salary/Rate of Pay:** \$31.93 - \$36.70 per hour

**Closing Date:** January 6, 2025, at 4:30 PM

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### PURPOSE AND SCOPE:

Under the direction of the Chief Building Official (CBO) the Permit Clerk will receive applications for building permits and provide direction to applicants regarding technical requirements of the building code for various projects, City by-laws and other legislation and regulations where approvals may be required based on their submission. The position will also assist applicants with completing permit applications, answer general inquiries regarding application & review processes, timelines and other general process and technical questions from applicants

### KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

- Provide excellent customer service for all applicants / customers as well as a positive working relationship with City staff.
- Review permit applications and plans for all classes of buildings for completeness of the submission including structural, floor plans, elevations, plumbing, wiring, heating and ventilation, fire safety and approvals from other agencies.
- Consult with City Staff on matters of compliance with the Ontario building code, applicable law and departmental procedures and provide referrals where appropriate.
- When applications and submissions are incomplete, advise applicants of additional information that is required.

- Date stamps all information / applications received at the counter.
- Distribute applications / submissions / information to appropriate Building Inspection staff based on areas of responsibility / qualifications and seek direction from Chief Building Official when necessary to determine distribution of work.
- Conduct plan reviews for code compliance for small projects including decks, pools, garages and other small buildings / renovations accessory to single family dwellings and prepare and issue permits for same.
- Review outstanding active building permit files and follow adopted policy for closing these files.
- Input received permit applications into permit software system on the day they are received and input and retrieve electronic data or information on permit applications and Ontario Building Code references.
- Provide administrative support for Building Section, filing, telephone coverage, scanning, and archiving & data entry as necessary or assigned.
- Provide information for general maintenance on the Building Section's web page.

*Note: the above duties and responsibilities are not to be construed as all-inclusive.*

#### **EDUCATION/SPECIALIZED TRAINING/SKILLS:**

##### Minimum Qualifications:

- Minimum two (2) year Community College Diploma.
- Minimum qualification of House as noted in Division C of the Ontario Building Code Section 3.5.
- Valid G Class driver's license and clean drivers abstract.

##### Preferred Qualifications:

- Minimum two (2) year Community College Diploma in Architectural, Civil or Construction technician program.

#### **WORK EXPERIENCE:**

##### Minimum Qualifications:

- One (1) year of related experience in the construction industry.

##### Preferred Qualifications:

- Experience in enforcement of codes, standards and municipal approvals, construction, preparation of plans.
- Demonstrated ability to read and interpret detailed technical construction drawings.
- Ability to deal effectively with the public in a professional, respectful, and tactful manner as required.
- Excellent interpersonal, organizational, time management, research, communication, problem solving, customer service, record keeping and multi-tasking skills.
- Ability to prepare and give evidence at Tribunals and in Court.
- Ability to handle and effectively deal with stressful situations on a regular basis along with strong conflict resolution skills.

- Demonstrated working knowledge of Microsoft Office software applications with excellent data entry abilities.

**WHAT'S IN IT FOR YOU:**

- Competitive market salary
- Competitive extended health benefits
- OMERS Pension Plan
- Live, work, and play in the beautiful City of Belleville and experience all that it has to offer.

**HOW TO APPLY:**

[City of Belleville – Employment Opportunities](#)

We thank all applicants who apply but advise that only those selected for an interview will be contacted.

Please be advised that the City of Belleville uses email to communicate with their applicants for open job postings. It is the applicant's responsibility to include an updated email address that is checked frequently and accepts emails from unknown users. As we send time-sensitive correspondence regarding recruitments via email, it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the job posting.

Applicants will be required to provide at their own expense a satisfactory criminal reference check dated within the past six (6) months and if deemed a requirement of the position, a driver's abstract to the Human Resources Department on or before the date of the interview but no later than the commencement of employment if selected.

The City of Belleville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.

Personal information and any supporting material will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).