

As a leader in modernization, innovation, and creativity, East Gwillimbury is proud to be selected as one of Greater Toronto's Top Employers for 2025. Located along Highway 404 in northern York Region, East Gwillimbury is a premier centre for growth within the GTA and is also Canada's fastest-growing municipality (based on 2021 Census data). EG offers competitive wages and benefits and prioritizes the mental and physical well-being of its employees through social events, wellness programs, and fitness facilities. Employees also have access to more than 50 kms of trails to enjoy the beauty of EG while at work.

The Town of East Gwillimbury is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it is important our workforce reflects the citizens we serve. We respect, encourage, and celebrate our diversity. Join our team and see the EG difference!

Reporting to the Chief Building Official, the Development Services Clerk is responsible for answering building, zoning, OBC applicable law related enquiries, and performing a variety of administrative and clerical duties associated with processing building permit applications. The Development Services Clerk will:

- Request and check drawing submissions for completeness.
- Understand and interpret property surveys, site plans, architectural, mechanical, plumbing, structural, and fire protection drawings.
- Calculate and collect applicable fees, maintain records, and prepare statistical reports.
- Coordinate approvals from other municipal departments and/or external approval agencies.
- Input building inspection requests, general building permit file management, and front counter/reception services for the department.

The ideal candidate will have a college diploma in Civil Engineering or Architectural Technology, or any combination of related education, workplace training, and two years of progressive administration experience in building or construction administration, building permit documentation and approval processing are required. Ministry of Municipal Affairs and Housing (MMAH) qualifications and CET designation from the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) or member of the Association of Registered Interior Designers of Ontario (ARIDO) is preferred. Other requirements include:

- General knowledge of the Town's building by-law, zoning by-laws, sign by-law, municipal building and planning approval processes, building inspection processes and land descriptions
- Proficiency using business productivity applications including the Microsoft 365 suite (Outlook, Word, Excel, PowerPoint, Teams, and SharePoint), Adobe Acrobat, CityView building permit administration and Bluebeam software are preferred.
- Demonstrated basic ability to understand and interpret property surveys, site plans, architectural, mechanical, plumbing, structural, and fire protection drawings.
- Understanding of basic accounting methods and the ability to work with a high degree of mathematical accuracy and demonstrated proficiency in the use of personal and Windows based computer applications.
- Excellent organizational and customer service skills with the ability to communicate effectively and tactfully with staff, elected officials, various levels of government, community user groups, and the general public.

Salary Range: Band 4: \$59,532 - \$70,029

Deadline for applications is May 23, 2025

For more information and to apply please visit www.eastgwillimbury.ca/careers

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and



Development Services Clerk Permanent, Full-time

the Ontario Human Rights Code, the Town of East Gwillimbury 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 the Town's 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. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.