

Job Title	<b>Building and Zoning Clerk</b>
Wage	\$34.27 - \$37.07 hourly (2025)
Reports To	Chief Building Official
Department	Development Services
Location	Building Division
Hours	Normal Working Hours 40 hours per week
Other	General office environment; work locations may change from time to time

### **Job Description**

- Review initial building permit applications to ensure completeness of submission and advise applicants of additional information required;
- Review all building permit applications to ensure plans comply with all applicable zoning by-law requirements and issue zoning compliance certificate for file, performing necessary calculations;
- Perform calculations relating to lot/building areas, etc., and building permit fees;
- Coordinate processing of lot grading and drainage plans for approved permits, as required;
- Respond to telephone and counter enquiries regarding building permits, land use, zoning related matters and pertinent by-law interpretation;
- Review Pool and Sign Permit applications for compliance with zoning by-law;
- Function as first point of contact for and respond to internal and external enquiries relating zoning and building compliance requests;;
- Maintain e-version(s) of zoning by-laws and ensure that amendments are kept up to date;
- Provide technical support for other staff of the Building and Planning Divisions and other municipal departments;
- Data entry, including entering permit applications into permit software/computer system;
- Maintain accurate records, prepare letters and reports in connection with various permit application processes;
- Attend training courses, seminars and read technical literature to remain current in this field;
- Provide administrative support for Building Division as necessary;
- Perform other related duties as assigned.

### **Skills/Education Required**

- Post-secondary diploma in Architectural Technology, Civil Engineering, Building Inspection; or Planning/Urban Geography, or related;
- Certification in General/Legal Process and Small Buildings as set out by the Ministry of Municipal Affairs and Housing and the Building Code Act, or willingness to attain and maintain;

- Minimum three (3) years' of related progressive experience;
- Experience in a municipal Building or Planning Department;
- Working knowledge of construction related legislation: Building Code Act, Ontario Building Code, Planning Act; applicable policy and industry standards, zoning principles and interpretation methodology;
- Demonstrated customer service and interpersonal skills at a level to develop and maintain cooperative/collaborative working relationships both within and outside the organization including coaching and effective problem solving;
- Excellent written communication and mathematical skills;
- Ability to demonstrate initiative consistently with commitment to quality improvement, sharing process improvement initiatives with management;
- Demonstrated ability to contribute to and build upon a positive and healthy environment in a direct service delivery office setting;
- Demonstrated professional and ethical responsibility to protect privacy, use confidential information appropriately, treat sensitive situations with appropriate degree of tact and discretion, and complying with all applicable privacy legislation and local policies and procedures
- Demonstrated complex problem solving skills and attention to detail and accuracy
- Ability to professionally and respectfully manage stressful and antagonistic situations
- Excellent time management skills with the ability to prioritize workloads and meet deadlines while achieving all administrative requirements
- Demonstrated ability to work independently with minimum supervision
- Demonstrated proficiency in Microsoft Office, the internet, GIS, and related software
- Upon a conditional offer of employment, a Criminal Record Check, including a Vulnerable Sector Search will be required

**Applicants must be prepared for skill testing.**

### **Accommodation**

Accommodation requests will be reviewed on an individual basis in compliance with Ontario's Human Rights Code (HRC) and the Accessibility for Ontarians with Disabilities Act (AODA) and any other Federal or Provincial legislation.

Interested applicants are encouraged to apply by May 20, 2025 through the Careers page on our website:

<https://tre.tbe.taleo.net/tre01/ats/careers/v2/viewRequisition?org=CITYOFKA&cws=37&rid=2656>