



Job Opportunities: **Building Coordinator**

In all we do, we have the freedom to be our best self, belong, excel....

Why Innisfil?

Join a community-focused team that thrives on doing things differently to better serve its residents. Innisfil is an award-winning municipality applying two hundred years of small-town independence and collaboration towards a future of innovation and prosperity. Strategically located next to several major urban centres, Innisfil's central location combines big city access with small-town feel, high quality of life and a strong local workforce. With several exciting projects underway such as Orbit and the development of a new South Campus of the Royal Victoria Health Centre, Innisfil is connected for business and poised for significant growth. Situated on the western shore of Lake Simcoe, Innisfil's scenic landscape featuring miles of waterfront, woodlands and farm fields are natural assets that make Innisfil the perfect place to mix business and pleasure. Just minutes from desk to dock, Innisfil has something for everyone.

We are a "family-first" organization that provides employees with flexible options to focus on what's most important in life! Options include flexible work arrangements, compressed work weeks, and Hybrid Work Arrangements – just to name a few.

Why You?

We are looking for a dynamic and collaborative individual to join our Building Department! Committed to supporting the guiding values of the Town of Innisfil Strategic Plan 2030 vision of 'Community First, Future Ready, and Balance Always', the Building Coordinator will contribute to achieving the goals and objectives of the four primary pillars of the plan: Grow, Sustain, Connect and Serve.

The Building Coordinator is the key coordinator for the daily activities of the Building Team and is responsible for engaging with permit applicants, processing permits, scheduling inspections, and providing centralized communication and support to the team and applicants, as well as:

- ✓ Communicating with applicants on the application process as it relates to the Ontario Building Act, applicable law, and municipal bylaw requirements; providing instruction to contractors, architects, engineers, property owners and the public on regulations and compliance matters as they relate to building regulations in the Town of Innisfil.
- ✓ Performing preliminary plans reviews of new applications (of zoning, Building Code, schedules, drawings, and applicable law reviews) to determine if the requirements for a complete building permit application have been satisfied.
- ✓ Providing guidance in achieving a complete application and/or reviewing alternatives to incomplete or non-compliant applications, including referring to the Committee of Adjustment or Town of Innisfil Planners; distributing complete applications to the appropriate staff for further technical review.
- ✓ Performing permit setup in accordance with database requirements (Cloudpermit and MOAR) and Statistics Canada coding requirements, ensuring data accuracy to flow through to month end reports.
- ✓ Serving as the Cloudpermit Organizational Administrator for the municipality; developing and maintaining configurations relating to applications, inspections, fees, document

templates, and accurate fee schedules to ensure the correct generation of permit fee invoices, and reflective of changes in the Town's Fees and Charges By-Law.

- ✓ Maintaining accurate records of all building permits; preparing and maintaining statistical databases related to building applications and activities within the Town

The preferred candidate has:

- ✓ A Community College Diploma in Business Administration or alternatively Civil Engineering, Architectural Technology or suitable equivalent diploma or degree.
- ✓ Minimum three (3) years' of demonstrated work experience in a municipal office environment that includes engaging with customers, coordination of duties, proactively identifying solutions, with preference given to those with experience in building permit administration.
- ✓ Candidates without a suitable equivalent diploma or degree may be considered if they have a minimum of six (6) years of demonstrated work experience in a municipal office environment that includes engaging with customers, coordination of duties, proactively identifying solutions.
- ✓ Successful completion of the qualification exams "General Legal" or "Powers and Duties of Chief Building Official" and "House", as administered by the Ministry of Municipal Affairs and Housing within 3 years of starting in the role.
- ✓ Additional education in community development such as Land Use Planning/Zoning, Community Engagement, Public Relations is an asset. Evidence of a growth mindset through ongoing education is important.
- ✓ Good working knowledge of community development, Ontario Building Code and Building Code Act, Planning Act, Development Charges Act, municipal bylaws, applicable legislation and regulations, the Occupational Health and Safety Act.
- ✓ Class 'G' driver's license and reliable vehicle to use on corporate business, would be an asset, and availability to attend evening and weekend meetings or other events, as necessary.

Closing Date is **August 24, 2025**.

The salary range for this position is \$66,934 - \$78,520 per annum (Based on a 40-hour week) and the successful candidate will be compensated within this range.

To learn more about the Town of Innisfil, to access the job description and to apply, please go to the [current opportunities](#) section on the Town's website.

The Town of Innisfil is committed to diversity and inclusion in our workplaces. We are passionate about attracting and retaining individuals who represent the diversity in our own community and beyond, as we work together to best serve our residents. We inspire one another in an inclusive environment where all individuals belong and are valued, respected and uplifted.

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

Accommodations for persons with disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation, please contact People & Talent.

