



Building Permit Administrator Development Services

Position Summary

The Development Services department is accepting applications for the position of Building Permit Administrator. Reporting to the Coordinator, Permit Administration, this position provides a variety of essential support services to the internal and external customers of the Building Division to ensure the execution of administrative and operational procedures and processes. Responsibilities include front line customer service and processing of building permit applications.

Major Job Responsibilities

Processes and provides administrative assistance to the Building Division

- Coordinates payment and administers the processing of all building permit and by-law permit applications, from initial customer contact to issuance of permit
- Issues all permits; co-ordinates all applicable fees including but not limited to permit fees, development charges and septic fees
- Assists in maintaining applicant handout information packages and in designing/updating new forms
- Prepares and maintains accurate records and reports of applications and associated approvals
- Provide back office support for the Town building permit online portal as it relates to permit submissions and coordinating online submissions of forms for processing

Customer Service

- Interacts with internal and external customers by responding to building permit related inquiries and complaints in person, electronically and by telephone.
- Liaise with property owners, contractors, engineers, architects and other departments on matters related to permit status

Support to Finance/Planning & Development

- Facilitates staff inquiries on permit fee and development charge issues, verifying and relaying information as needed
- Reconciles Building and Zoning Divisions related fees
- Provides backup to other departmental Administrative Assistants (i.e., vacation, sick leave, etc.), to ensure administrative continuity

Education and Experience

- Diploma in Public Administration, Public Service or Business Administration; or other relevant post-secondary education
- Post-secondary diploma in Architectural or Engineering Technology discipline is preferred
- Minimum one (1) year related experience in a municipal environment
- Three (3) years related experience within a municipal Building/Planning Division is preferred

Certifications and Designations

- Ministry of Housing Building Code Identification Number (BCIN) qualifications in:
 - Legal Process For Building Officials & Designers
 - House
 - Introduction to Permit Administration
 - Successful applicants without the above qualifications will be required to obtain the requirements within a specified time frame agreed upon at time of hiring

Additional Skills

- Demonstrate a strong ability to read construction drawings

- Proficiency in the Microsoft Office Suite of products, including Outlook, Word, Powerpoint and Excel
- Experience with permit tracking software
- Excellent communication and customer service skills
- Strong time management and organizational skills
- Ability to meet deadlines under pressure and adapt to changing priorities
- Direct experience with Bluebeam or similar software is an asset
- Direct AMANDA experience or similar software is an asset
- Working knowledge of building/planning processes is preferred

Salary Range: \$61,782 - \$77,228 (based on a 35-hour work week).

Interested applicants should apply online at www.milton.ca under the Current Employment Opportunities section. The job posting closes at 12:00 am on September 6, 2024. **Interested applicants, please ensure to apply by 11:59 pm on September 5, 2025.**

Internal Applicants: If you are currently employed with the Town of Milton, please apply internally through the Jobs Hub app of your Workday account in order for your application to be processed as an internal applicant.

About Milton

The Town of Milton offers an opportunity to participate in a **hybrid remote** work from home program.

At the Town of Milton, we provide excellent and sustainable municipal services to foster a vibrant and inclusive community where residents thrive, businesses flourish and nature is cherished.

We are laying the groundwork for our vision for [Milton 2051](#): a safe, diverse and welcoming community that respects its natural beauty and heritage, supports a range of neighbourhoods, sustains a strong and balanced economy, and offers outstanding opportunities to live, learn, work and play.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.