



Employment Opportunity

The Township of North Dundas is seeking a **Building Coordinator / Applications Expediter** to join the Building Division within the Development Services Department. Reporting to the Chief Building Official, this position provides front-line customer service and administrative support while playing a key role in the coordination and processing of building permit applications.

This position requires a minimum two-year post-secondary education in office administration, business administration, municipal administration, or a related field, along with strong organizational, communication, and customer service skills. The ideal candidate will be adaptable, solution-oriented, comfortable working in a fast-paced municipal environment, and willing to learn applicable legislation, municipal procedures, and building-related by-laws. Familiarity with municipal processes, strong computer skills, and the ability to manage multiple priorities are essential.

The Building Coordinator / Applications Expediter is a full-time position with a salary range of Grade 3 (\$52,609–\$62,630, 2025 rate).

Apply Today!

Submit your cover letter and resume to:

Careers@northdundas.com Subject Line: Building26

Resumes will be reviewed on an ongoing basis. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The Township of North Dundas is an equal opportunity employer and is committed to providing accommodation throughout the recruitment process upon request.

**TOWNSHIP OF
NORTH DUNDAS**

***JOB
DESCRIPTION***

JOB TITLE: Building Coordinator/Applications Expediter	LAST REVISION DATE: January 2026
REPORTS TO: Chief Building Official	APPROVED BY: Council/CAO
SALARY RANGE: Grade 3 (\$52,609- \$62,630) <i>2025 rate</i>	EFFECTIVE DATE: July 13 th , 2021

Position Summary:

Reporting to the Chief Building Official, this position will provide both customer service and administrative support to the Building Division.

Position Qualifications:

- A minimum two year post secondary education in office administration, business administration, municipal administration, or similar field of study.
- Ability to read and understand basic plans and supporting documents related to building and by-law administration.
- General familiarity with municipal processes, terminology, and building/by-law related documentation.
- Ability to communicate effectively with all levels of staff and government, elected officials, consultants, builders, contractors, lawyers, developers, architects, the general public and others in building industry organizations.
- Willingness to learn applicable legislation, municipal procedures, and administrative components of the Building Code and By-laws.
- Adaptable to changing work environments and multi-tasking between unrelated disciplines.
- Skills in problem solving and must be solution-oriented.
- Strong computer skills, and a good knowledge of standard business software.
- Ability to balance cash receipts.
- Strong organizational skills.
- Exceptional interpersonal and communication skills with a confident and pleasant disposition able to defuse tense situations.

Position Description and Duties:

- Responsible for the delivery of the Building Division's front line customer service experience.
- Advising applicants of various approvals which may be required and assisting customers at the counter with Building related matters.
- Conducting introductory meetings between the Division and clients to prepare accurate and complete permit application submissions; providing guidance and clarification in person, in writing and by telephone.
- Following up on approvals relevant to permit issuance with Ontario Building Code mandated time frames.
- Receiving building, plumbing/drainage and sewage applications; adding information into the software system and accepting payments.
- Reviewing applications for building permits for completeness and accuracy in accordance with policies and procedures.
- Provide background reports and other research of internal files and archived information.
- Maintain property files and general archives of the Division.
- Process refunds and performance deposit returns where applicable.
- Complete monthly statistics for MPAC, Stats Canada, CMHC and Council.
- Maintain all Building files and record systems.
- Prepare notices, letters, orders and similar documents for outstanding permits, illegal construction activities or compliance reports being requested by lawyers.
- Adapt to evolving processes, procedures, and operational requirements, including those related to Building and By-law functions.
- Support interdepartmental activities as approved by the CBO.
- Assist with field inquiries related to Building or By-law matters as directed by CBO.
- Other duties as assigned.

The Township of North Dundas is an equal opportunity employer. Accommodations are available upon request for candidates participating in all aspects of the recruitment and selection process. This posting is for an existing vacancy.