SENIOR PERMIT CLERK

The City of Belleville, known as the 'Friendly City', is located at the mouth of the Moira River where it meets the picturesque Bay of Quinte. Experience world-class fishing, boating, cycling, and walking along approximately 14 kilometers of waterfront trails. Situated between Toronto and Montreal, and less than one hour from the U.S. border, the City truly is at the center of it all.

Approximately 56,000 people make Belleville their home and over 220,000 live within 30 minutes of the City. We are in close proximity to Prince Edward County where you can discover award winning wineries and numerous beaches including Sandbanks Provincial Park. We are home to Loyalist College of Applied Arts and Technology as well as Albert College, Canada's oldest co-ed boarding independent private school. The historic downtown core provides numerous restaurants, shopping and live music and theater venues for an amazing cultural experience. Our inviting blend of small town warmth and big city amenities, quality of life and affordable housing make Belleville the perfect place to live, work and play. More information is available at www.belleville.ca

Currently, the City of Belleville has an exciting opportunity for a highly motivated, strategic, and dynamic individuals to join our Engineering and Development Services Department as a Senior Permit Clerk.

Position Type: Permanent Full Time
Number of Positions: One (1)
Department: Engineering and Development Services Department
File Number: SV26-123
Location: City Hall (169 Front Street, Belleville, ON)
Hours: 35 hours per week, Monday to Friday 8:30 AM – 4:30 PM
Employee Group: Union - CUPE
Salary: Grade 8 $32.19 to $37.00 per hour
Closing Date: Tuesday, November 24, 2026 at 4:30 PM

PURPOSE AND SCOPE:

Under the direction of the Chief Building Official (CBO) or designate, the Senior Permit Clerk will provide interdepartmental software support, data collection and interpretation, and reporting services. The position will also assist applicants with completing permit applications, answer general inquiries regarding application & review processes, timelines and other general processes and technical questions from applicants.

KEY DUTIES AND RESPONSIBILITIES:

- Provide timely, accurate information to the Chief Building Official, or designate and respond to the decisions and directions generated by same.
- Provide interdepartmental software (CityView) support to Building, Planning & Approvals and Bylaw Enforcement.

- Maintain and update the background configuration of CityView software, to improve its efficiency and efficacy.
- Improve the efficiency and efficacy of CityView software.
- Establish interdepartmental Development Tracker, in partnership with Planning & Approvals and GIS Services to provide a public facing tracking system for all steps in housing approvals.
- Update and maintain Development Tracker to maximize federal and provincial funding opportunities, including the Building Faster Fund and Housing Accelerator Fund.
- Provide continued data collection and validation for housing supply tracking, customized to the criteria required by the federal corporation designated as Canada Mortgage and Housing Corporation.
- Provide accurate data to the Municipal Property Assessment Corporation in a timely manner to facilitate the efficient assessment of properties by MPAC and property taxes by the Finance Department.
- Develop custom monthly report for stakeholders designated as Electrical Safety Authority, to support efforts to increase safety around potential unlicensed electrical work within the City.
- Improve monthly reporting and data validation (as required) for the federal stakeholder designated as StatsCan, for accurate federal reporting of statistical data and insights of the City.
- Prepare custom reports and studies for the department and City Council, as requested.
- Collect and collate building permit data for consultants on various City studies, including (but not limited to) Regional Growth Analysis and Forecasting, Housing Needs Assessments, and Development Charge Growth.
- Review and maintain high-standard data input and integrity.
- Develop and maintain Development Charge Declaration and Calculation Worksheet.
- Calculate Development Charges as per the Development Charges Act and the City's Development Charges By-law and Invoice the property owners.
- Develop and maintain a Development Charges Tracker, identifying all legislative and discretionary credits, reductions, and exemptions documentation for Finance Department auditing.
- Provide training, guidance and support to the Permit Clerk to receive, review and input applications for building permits for all classes of buildings for completeness of the submission and provide direction to applicants regarding technical requirements of the building code for various projects, City by-laws and other legislation and regulations where approvals may be required based on their submission.
- Provide support to the Permit Clerk, in distributing applications and information to the appropriate Building Inspection staff, and telephone coverage.
- Consult with City Staff on matters of compliance with the Ontario Building Code, Applicable Law and departmental procedures and provide referrals where appropriate.
- Maintain knowledge of current legislation, including Ontario Building Code, Development Charges Act and Planning Act.
- Update department forms (ex. Development Charge Worksheet) as legislation is amended.

- Update and maintain City by-laws related to the Building Department, including the Building By-law, Swimming Pool By-law and Sign By-law, as directed by the Chief Building Official.
- Increase the efficiency and efficacy of the Building Section, including tracking Key Performance Indicators.
- Conduct plan reviews for code compliance for small projects including decks, pools, garages and other small buildings / renovations accessory to single family dwellings and prepare and issue permits for same.
- Review outstanding active building permit files and follow adopted policy for closing these files.
- Provide general maintenance on the Building Department's web page and prepare subject matter where required.
- Communicate professionally, and effectively with the public, promoting a high standard of customer service as well as a positive working relationship with City staff.
- Perform all tasks and responsibilities through the lens of Equity, Diversity, Inclusion, ensuring commitment to fairness, representation, accessibility and respect for diverse perspectives and cultures in all aspects of work.
- Perform other duties as assigned.

Note: ***Above duties are representative of a typical position and are not to be construed as all-inclusive.***

QUALIFICATIONS

MINIMUM EDUCATION:

- Three (3) year College Diploma in Architectural, Civil or Construction Technologist program.
- Qualification of House as noted in Division C of the Ontario Building Code Section 3.5.
- Successful completion of the General Legal Process Examination.
- Building Code Identification Number (BCIN).
- Valid G Class driver's licence and clean drivers abstract to be held and maintained.
- Satisfactory Criminal Record Check ("CRC") prior to commencing work at the City of Belleville.

MINIMUM EXPERIENCE:

- Minimum of 18 months of related experience using community development or permitting software.
- One (1) year of related experience in the construction industry.

ASSET EXPERIENCE:

- Experience in enforcement of codes, standards and municipal approvals, construction, preparation of plans.
- Demonstrated ability to read and interpret detailed technical construction drawings.
- Experience in community development or permitting software configuration
- Ability to collect and interpret data.

- Ability to deal effectively with the public in a professional, respectful and tactful manner as required.
- Excellent interpersonal, organizational, time management, research, communication, problem solving, customer service, record keeping and multi-tasking skills.
- Ability to prepare and give evidence at Tribunals and in Court.
- Ability to handle and effectively deal with stressful situations on a regular basis along with strong conflict resolution skills.
- Demonstrated working knowledge of Microsoft Office software applications with excellent data entry abilities.

Note: ***A combination of relevant work experience and education may be considered.***

WHAT'S IN IT FOR YOU:

- Competitive market salary
- Competitive employer-paid extended health benefits
- OMERS Pension Plan
- Opportunity to enter a hybrid work arrangement subject to applicable policies and approvals, following the successful completion of the probationary period.
- Live, work, and play in the beautiful city of Belleville and experience all that it has to offer.

HOW TO APPLY:

www.belleville.ca/careers

We thank all applicants who apply but advise that only those selected for an interview will be contacted.

Please be advised that the City of Belleville uses email to communicate with their applicants for open job postings. It is the applicant's responsibility to include an updated email address that is checked frequently and accepts emails from unknown users. As we send time-sensitive correspondence regarding recruitments via email, it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the job posting.

The City of Belleville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.

Personal information and any supporting material will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).