



TOWNSHIP OF GUELPH/ERAMOSIA

DEPARTMENT: Building
TITLE OF POSITION: Administrative Assistant

1. **JOB SUMMARY:**

The Building Department Administrative Assistant acts as first point of contact for Building Department answering general information regarding building-related enquiries. Responsible for providing administrative assistance to the Building Department including, but not limited to: scheduling site and building inspections, preliminary processing of permit applications and file preparation for permit issuance, as well as maintenance of Building Department documentation, such as permits and property files.

2. **STATUS:**

Temporary Full-Time

3. **HOURS:**

Monday to Friday – 35 hours

4. **IMMEDIATE SUPERVISOR:**

- Chief Building Official.
- Building Inspector in the absence of the Chief Building Official.

5. **SUBORDINATE POSITIONS:**

- None.

6. **RESPONSIBILITIES:**

- a. Provide customer service including telephone and counter enquiries relating to the Building Department.
- b. Schedule and co-ordinate inspection schedules with contractors and developers for the Building Department.

- c. Receive building, pool and sign permit applications and confirm applications include ownership verification and legal description before tracking and filing documents.
- d. Ensure documentation within each application file is complete prior to plan review.
- e. Co-ordinate Building Department applications through the examination process and communicate with applicants regarding permit status.
- f. Assist with the maintenance of permit application files and property filing system, both hard copy and electronic versions.
- g. Responsible for co-ordinating, tracking and updating all building permit applications in computer system.
- h. Prepare correspondence, reports and resolutions to the Chief Building Official for submission to Council, administration, OPAC and/or other agencies, as required.
- i. Perform other related duties as assigned by the Chief Building Official and/or the Building Inspector

7. EQUIPMENT, MACHINES AND TOOLS USED:

Multi-line telephone, voice mail system, computer, printer, fax machine, and photocopier.

8. JOB REQUIREMENTS:

Qualifications:

- a. Post-secondary education with additional courses related to business administration, building or equivalent combination of education and skills.
- b. Minimum 2 years clerical experience and relevant customer service experience, preferably in a municipal setting.
- c. Proficiency and experience with Microsoft Office Suite with strong knowledge of Excel.
- d. Interest in municipal government and/or plans review considered an asset.
- e. Familiarity with Ontario Building Code Act, Ontario Building Codes and municipal zoning by-laws is considered an asset.
- f. A clear Criminal Record Check, satisfactory to the Township.

Skills

- a. Must have strong organization skills and a high degree of accuracy.
- b. Ability to communicate accurately and effectively both orally and in writing.
- c. Must be highly motivated to work both independently and in a team environment.
- d. Must be able to work with minimal supervision.
- e. Must be courteous and tactful in dealing with staff and the public.

Approved by:

By: _____
CAO

On: _____

Created : March 2017