

## **JOB TITLE: TECHNICAL/ADMINISTRATION (STUDENT)**

---

- **Department:** Planning, Building & Enforcement
  - **Reports To:** Director of Development and Chief Building Official
  - **Hours of Work:** Based on a total of thirty-five (35) hour per week, Monday to Friday
  - **Job Salary:** \$17.20/hr.
- 

### **Job Summary:**

Under the general supervision of the Director of Development and Chief Building Official perform the duties related to the Building Code Act, municipal By-Laws and administrative support.

### **Primary Duties:**

- Assist in reviewing permit applications for completeness
- Assist the Building Information Officer and Planning/ GIS Technician in performing their duties
  - Septic permit data entry
  - Work order requests
  - Building permits
  - Inspection reports
  - Entranceway permits
  - Road cut permits
  - Water & Sewer permits
  - Tarion and Statistics Canada reporting
- Develop/revise permit application packages
- Assist the CBO with crown briefs
- Complete filing and data entry
- Handle telephone inquiries or re-direct inquiries to appropriate staff
- Performs such other related duties as may be assigned

### **Qualifications:**

- University or College student in an Architectural, Engineering or Building Science related field
- Ability to read and interpret construction drawings and specifications
- Gather information, research and prepare thorough, concise and descriptive written reports as assigned
- Well-developed verbal and written communication skills
- Ability to prioritize various tasks and complete within prescribed timelines
- Problem assessment and problem solving skills
- Ability to work effectively with others

- Keyboarding and computer skills along with a working knowledge of Word, Excel, Outlook software
- Above average customer service skills
- Good knowledge of the Township of South Glengarry
- Highly positive and professional demeanor

**Employment Requirements:**

- Punctual, regular and consistent attendance for a minimum of 16 weeks is a condition of employment.
- Understanding of the Occupational Health & Safety Act and safe work practices
- Must adhere to the prescribed Code of Conduct for Building Officials
- Knowledge in G.I.S is an asset
- Reliable transportation and a valid Class G License with clean abstract
- Bilingualism is an asset