



POSITION DESCRIPTION

POSITION:	BUILDING CLERK
DEPARTMENT:	DEVELOPMENT SERVICES
CURRENT ISSUE:	JULY 2023
NEXT REVISION:	JULY 2028
AFFILIATION:	NON-UNION

POSITION SUMMARY:

Reporting to the Chief Building Official, the Building Clerk shall provide front line customer service and administrative assistance to the Building and Planning Department.

DUTIES AND RESPONSIBILITIES:

1. Receive incoming telephone call and in person visitors in a pleasant, courteous and efficient manner and forwards and redirects as required.
2. Answer general questions, responds to request for information from the public and addresses applicant complaints.
3. Accept and process applications for building permits including the processing of electronic payment.
4. Approval of minimal building permits; pools, hot tubs, woodstoves
5. Prepares monthly reports and reports for Council.
6. Prepare and maintain records for building applications as required.
7. Schedule and track building inspections conducted by Building Inspectors and By-law Enforcement officers.
8. Provide general clerical support to the Building and Planning Department.
9. Support the Records Management system including filing, creating of new records, and performs maintenance in accordance with the retention By-law.
10. Monitor and update content on the Departmental webpages and prepare content for distribution through the Municipal Social Media channels.
11. Provides back up support for Planning Clerk as required.
12. Perform other duties as assigned.

QUALIFICATIONS:

- Ontario Secondary School Diploma; a post-secondary diploma in a related field would be an asset.
- Minimum of two (2) years' experience preferably in a municipal setting

- Must have a sound working knowledge of computers, particularly with word-processing, spreadsheet, database and presentation applications.
- Pleasant, efficient manner dealing with the public both in person and on the phone.
- Good communications skills.
- Working knowledge of approval and inspection processes under Building Code Act and Planning Act.

PRINCIPAL ACCOUNTABILITIES:

In addition to the general requirements of the Municipality for regular and reliable attendance, timeliness and personal conduct consistent with Municipal policies and procedures, the incumbent is expected to:

- Promote and maintain clear lines of communication that foster successful interpersonal relationships. Such communication shall be timely, informative, accurate, courteous, responsive and complete.
- Maintain the confidentiality of all employee and resident related information deemed to be confidential.
- Ensure that the equipment of the department is maintained, respected and that preventative maintenance is undertaken. Ensure that equipment is utilized in a safe manner by informed staff, conforming to established operating specifications.
- Maintain all necessary qualifications and certifications and ensure all professional standards and legislative requirements are met.
- Be fully knowledgeable of your responsibilities under the Occupational Health & Safety Act and Regulations, and to work in compliance with these provisions in order to create an environment, which is conducive to the health and safety of the Municipality's employees, residents, volunteers and other stakeholders. You are expected to work in a safe manner at all times and report any hazards or incidents as soon as possible.
- Be fully knowledgeable of the Occupational Health and Safety Manual to understand actions expected.
- To take a problem-solving approach to your work, using sound judgment, acting appropriately to ensure safety.

APPROVAL:

This position description has been approved by the Chief Building Official.

TITLE

SIGNATURE

DATE

Chief Building Official

INCUMBENT'S SIGNATURE

I, _____, have read and understand the content of the above position description.

Employee signature: _____ Date: _____

BUILDING CLERK - PHYSICAL DEMANDS

TASK DEMANDS: Frequency of identified physical tasks in job responsibilities

TASK	FREQUENCY			
	Never (0%)	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Sitting – remaining in the normal seated position				
Standing – remaining on one’s feet in an upright position without moving about or combined with walking				
Walking – moving about on foot on level or uneven surfaces				
Stooping/Bending – bending down and forward at the waist in a sitting or standing position				
Kneeling – bending legs to rest on one or both knees				
Crouching/Squatting – Bending down and forward by bending legs at knees				
Crawling – Moving about on hands and/or knees or feet.				
Twisting – Rotating upper torso left and right while sitting or standing				
Balancing – maintaining body equilibrium to prevent falling when walking, standing, crouching, kneeling on narrow, slippery or moving surfaces.				
Climbing – Ascending/descending ladders, stairs, scaffolding, poles or inclined surfaces.				
Keyboarding – using a computer keyboard, adding machine, calculator, typewriter, etc.				
Reaching – extending hands and/or arms below, at or above shoulder height				
Gripping/Handling – manipulating objects with the hands by seizing, holding, grasping using a power grip or simple gripping				
Fingering – manipulating objects using the key, palmar or tip inch grip positions.				
Lifting	Under 10 lb. (4.5 kg)			
	10 – 20 lb. (4.5 – 9.0 kg)			
	20 – 40 lb. (9.0 – 18.0 kg)			
	Over 40 lb. (27.0 Kg)			
	Specify: Mechanical Lift			

PUSH/PULL REQUIREMENTS (Identify specific tasks requiring pushing/pulling equipment involved)	Frequency		
	Occasional (<33%)	Frequent (33% - 66%)	Constant (>67%)
Pushing/pulling of equipment (eg. lawnmowers, carts, auto-scrubbers or other cleaning equipment)			

OTHER PHYSICAL/COGNITIVE REQUIREMENTS: Identify special requirements used routinely in the job and identify job task (e.g. listening and visual concentration for transcription; mental concentration for multi-tasking etc.)

PHYSICAL/COGNITIVE REQUIREMENT	JOB TASK	YES	NO
Mental Concentration	Fast-paced, multi-tasking environment, critical thinking, problem solving		
Risk of Eye Strain	Constant viewing of computer monitors		
Mental Demands	Working with tight deadlines, decision making accountability, legislative restrictions		

WORKING RELATIONSHIPS

Internal	Departmental staff; support staff; Fire Department; Public Works and Utilities
External	General public; trades and construction professionals; government agencies

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Residents						Providing information; follow-up on complaints and inquiries		
Stakeholders/Contractors						As team leader and member; supporting departments and unit activities, purchase orders		
Employees/Managers						Communicating, collaboration, consulting, providing direction, Performance accountability		
Members of Council						Providing information, seeking approval/direction		

Externally (e.g. suppliers, staff of other Municipalities, Government Agency, Local Businesses, General Public)

Legend: D – Daily, W – Weekly, M – Monthly, Q – Quarterly, A – Annually

TITLE OF PEOPLE CONTACTED	D	W	M	Q	A	PURPOSE	HOW	
							ORAL	WRITTEN
Other Municipalities/Government Agencies/Local Businesses						Supporting referred-in workload		

ENVIRONMENTAL DEMANDS:

The Planner works in an office environment that may be fast-paced and dynamic. The nature of the job requires the Planner to handle multiple tasks simultaneously and be able to prioritize effectively. As such, the ability to work under pressure and manage time efficiently is crucial. The office setting may be subject to frequent interruptions and a high level of activity. The Planner may need to interact with various stakeholders, including government officials, community members, and other staff members. Excellent communication skills are essential to effectively convey information, listen to concerns, and collaborate with different individuals or groups. The Planner relies heavily on computers and other office equipment for research, data analysis, drafting reports, and creating presentations. Additionally, the Planner may be required to attend meetings, public hearings, or site visits outside of the office. Flexibility in terms of work hours and willingness to engage in fieldwork is expected.

WORKING CONDITIONS:

This position is required to work regular full-time hours in an office environment. However, additional work may be required to complete special requests or projects. After-hours meeting attendance or travel may also be required.

SUPERVISORY/MANAGEMENT ACCOUNTABILITIES: No

THE ABOVE INFORMATION IS CORRECT AS APPROVED BY:

Departmental Manager

REVIEWED BY:

Human Resources

Incumbent