

Permit Coordinator
(1- Fulltime Permanent)
(1- Contract)

Located just north of Toronto in the Region of York, the Town of East Gwillimbury is the GTA's top growth municipality. Our communities include Holland Landing, Sharon, Queensville and Mount Albert – each with their own rich history and unique charms. As one of Ontario's growth centres, East Gwillimbury's population is projected to reach 150,000 by 2051. By joining the EG team you will help shape our growing community.

East Gwillimbury offers a fully balanced lifestyle and is a wonderful place to live and work. Our municipal offices are easily accessible off of Highway 404 and a short 15 min drive from Highway 400 allowing for short average commute times for staff. Enjoy competitive wages, an employee assistance program, and active social and wellness committees. Convenient parking, outdoor seating areas, and easy access to trails allow you to enjoy the beauty of EG while at work.

With guidance from our Strategic, Official and Master Plans and Character Community attributes we are a high performance Town and our staff are committed to providing service and excellence.

Reporting to the Permit Supervisor, the Permit Coordinator is the primary contact and coordinator of the building permit application process, from the time of application submission to permit issuance. This position is also the primary contact for all matters related to booking inspections, timely preparation of reports for the Building Branch and other agencies.

Key responsibilities include: provide up to date information and respond to enquiries from and/or liaise with applications, the development/building community, the general public and internal departments. Provide direction and coordination on the requirements for a complete building permit application. Maintain an accurate record of all public inquiries and building permits. Collect occupancy deposits, building permit fees, development charges and other development related fees required at the time of building permit applications and permit maintenance. Coordinates/schedules and ensures maintenance of accurate and up to date records in CityView for the permit/inspections tracking system.

Preferred candidates will hold a post-secondary Diploma in Office Administration, Business/Public Administration or related discipline or equivalent work experience and possess a minimum three (3) years' experience within a Building or Planning Department environment or similar setting. Ability to interpret the Building Code Act, Planning Act, Development Charges Act, Ontario Building Code, Zoning By-law and other related legislation. In addition, the preferred candidate should have experience reading and interpreting surveys and architectural drawings and have the ability to communicate effectively, tactfully and courteously with all levels of staff and elected officials.

Salary: \$53,308- \$62,717

If you're looking for a career move that will enable you to contribute to a growing and exclusive community, please apply and submit your resume and related information online at:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=TOEG4282>

Deadline for applications is June 8, 2017.

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.

"Our town, Our future"

19000 Leslie Street, Sharon, Ontario L0G 1V0 Tel: 905-478-4282 Fax: 905-478-2808
www.eastgwillimbury.ca