



**Building Permit Coordinator**  
Permanent Full-Time  
J0524-0470

The Town of New Tecumseth is looking for a Building Permit Coordinator to join our rapidly growing team.

**Why work with us?**

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment.

**What we promise:**

- flexible work environment, including ability to work from home up to two (2) days per week, and three (3) days in our brand new facility
- employer paid health and dental benefit packages from day 1
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

This position reports to the Chief Building Official/Manger, Building Standards and is responsible to receive and evaluate the completeness of building permit applications. The administration and processing of building permit and municipal pool fence by-law applications, tracking permits, maintaining municipal property files, generating statistical reports, coordinating building permit and water meter inspections, and providing assistance to the Chief Building Official/Manger, Building Standards. This position is also the first point of contact for all telephone and walk-in inquiries.

**How you contribute to our organization:**

- Receive and respond to general/routine public inquiries pertaining to applications. Advise applicants of all applicable law approvals required for the submission. Advise applicants of the type of plans/drawings required for their specific project, which will demonstrate compliance with the Ontario Building Code.
- Perform preliminary review of each permit (Ontario Building Code and municipal pool fence permits) application to ensure a complete submission of all Ontario Building Code and Applicable Law requirements and coordinates application process through to follow up with applicant.
- Maintain electronic and manual building permit tracking system for inspection results, circulation tracking, and permit issuance. Utilize tracking systems to create month/year end reports.
- Research property files and sewage system files related to Freedom of Information requests, public enquiries, etc.
- Schedule building permit inspections daily and coordinates with fire department administrator when the fire chief is to be present at an inspection.

**What you bring to the team:**

- Requires a 2 year post-secondary diploma in Architecture, Engineering or Building Technology program or equivalent combination of education and experience.
- 3 year post-secondary school diploma in Architecture, Engineering, or Building Technology program preferred.
- Licensed with the Ministry of Municipal Affairs and Housing for Legal Processes and Small Buildings would be an asset.
- Requires 1-3 years' experience in a construction, regulatory or technical environment, including one year in a municipal setting.

**Salary:** \$55,109.60 - \$68,905.20, plus employer paid benefits and OMERS pension plan

**Hours:** 35 hours per week, Monday to Friday, 8:30 am – 4:30 pm

**Location:** Town Administration Centre, Alliston

To apply, please submit a cover letter, resume and copies of the required credentials (high school diploma, training, etc) on our [Employment and Volunteering page](#) by May 26th.

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0524-0470&BRID=EX272530&SBDID=20651&LANG=1>

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.