



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

BUILDING PERMIT TECHNOLOGIST PERMANENT FULL TIME (35 HOURS PER WEEK)

The Township of Centre Wellington is a thriving and growing community of 31,000 residents with diverse urban and rural settings. Its close proximity to Guelph and Kitchener-Waterloo, diverse economy, active arts community and renowned natural features are among its many lifestyle advantages.

The Building Permit Technologist is responsible for processing building permit applications, providing technical review of smaller application, providing technical advice and Ontario Building Code interpretations to builders/developers and residents. This position assists the Permit Clerks to manage the transactions and supporting databases for the effective and efficient performance of Centre Wellington's building permit program. In addition, the Building Permit Technologist provides administrative support for the delivery of regulatory services which are offered by the Planning and Development department. All of these services are aimed at public protection, health, safety and convenience.

Major Duties & Responsibilities:

Enforcement:

Plans Review

- Conducts the process for reviewing residential and Part 9 building permit applications and preparing for issuance and for setting out schedules for mandatory and requested inspections.
- Engages in research, plan and design specification reviews, site inspections, documentation and reporting residential buildings and their uses.
- Responsible for connecting building code requirements to zoning, site plans, building design, construction, renovations, repairs, alterations, additions, improvements and demolitions. Assist Building Officials during peak periods, and during absences through application set up on medium / large scale projects.

Administration:

- Maintains the departmental database that tracks and documents all building permit related activity.
- Creates new permit applications that contain all required background information for all provincial and municipal purposes.
- Accepts and reviews applications for Building Permits, ensuring that the applications are reviewed for accuracy and completeness prior to acceptance. Within the provincially mandated timeframes, provides the applicant for permit with the application acceptance status. Offers advice and information to applicants to ensure that the applicant is making a complete application and when the application is incomplete, advises applicant on all requirements necessary so as to make a complete application.
- Prepares approved permits and receipts after they have been signed off and issued by the Chief Building Official (or other corporate officer).
- Responsible for material, equipment and data that is required to operate the Planning and Development Services Department office and its related services.

- Assigns permit applications to qualified Building Officials and tracks all required inspections relating to permit applications.
- Verifies all applicable approvals from other levels of government and authorities are identified and received prior to permit being issued
- Accepts other municipal permit applications for which the Building Division is responsible.
- Receives and coordinates request for inspections and maintains building official's schedules, taking in to consideration Building Official schedules and timelines, and ensuring past inspections have been completed.
- Administrative support to Building Officials throughout permit process
- Modifies building permit application guide handouts for customer as bylaws, codes and policies are updated.
- Provides orientation and guidance to administrative support, seasonal and part time staff.
- Update departmental database and tracking system as required including updating fees, updating processes, closing permits as applicable.
- Completes Fire Permits including accepting payment and issuing receipts.
- Assists building officials by providing background information and pertinent records.
- Write Council and Compliance reports and assign to Building Officials for review, if applicable.
- Provides administrative support to all stages of the regulatory permit process from application to completion of work.
- Provides general administrative support services for the Chief Building Official and Inspection Staff.
- Provides administrative support to the municipalities' public committees, such as Heritage Centre Wellington and the Committee of Adjustment, when required.
- Contributes to efforts for ensuring that the Building Department is prepared to deal with amendments to, and administrative impact from the Ontario Building Code (Bill 124). Assists the Chief Building Official in the preparation of Quality Management Plans that set a standard of quality that satisfies industry and government expectations.
- Performs other related duties that are assigned by the Chief Building Official.

Financial Responsibility:

- Responsible for verification and collection of permit fees, securities and deposits related to the building permit process and other municipal permits administered by the department (\$3,000,000-\$4,000,000 annually).
- Verification and collection of Planning Security and Damage deposit fees as required by Site Plan Agreements.
- Responsible for effective risk management, liability control and due diligence.
- Calculates, collects fees, charges and deposits, issues receipts and maintains accounting records for application fees, development charges, deposits and securities related to permit applications.
- Calculates and ensures Development Charges are accurate and correct, taking into account exemptions, credits, deferrals, etc.
- Makes regular fund transfers to the Treasury Department.
- Receive permit fees, deposits, development charges – cash, cheque debit.
- Ensure all fees, deposits, and development charges have been paid before issuing permits.
- Collects County and School Board share of development charges.
- Issue receipts with correct totals and information for both internal and external use.

Customer Service:

- Advise and explain permit application process in person, over phone and by email to corporate departments and outside contractors, developers, architects, engineers, lawyers, consultants, civil servants and other interested parties from all strata and walks of life.
- Offers guidance and information to applicants on non-interpretive aspects of the permit process. Ensures that applicants understand what is expected of them in the building permit process.
- Explains the content, intent and conditions of permits to customers, including their responsibilities and adhering to the conditions of approval and built in inspection schedules.
- Develops relationships with frequent applicants such as contractors, builders and developers, ensuring that standards are set in place early on in order to have an efficient and productive interactions in the future.
- Assist developers in the Model Certification process, ensuring that understanding and standards are met.
- Reviews and responds to enquiries and requests for information from property owners, home handypersons, contractors, builders, lawyers, architects, engineers and other interested parties. Decides when questions should be re-directed and ensures that enquirers are directed to the appropriate person so that they can be dealt with correctly, promptly and by the most reliable authority.
- Applies knowledge of legal and administrative operations and services but is careful to refer interpretive questions to the appropriate source.
- Establishes and maintains awareness of who is responsible for regulatory services and functions in the interest of good public relations and customer services.
- Coordinates and conducts transactions that aid the provision of public access to Township services and regulatory functions in person, over the telephone and by correspondence.
- Shares responsibility for mutual back up and a high level of customer service with others in the administrative group so that all regulatory, information and service functions are covered at all times.
- Handles public relations situation tactfully, especially when people want all of the information they seek immediately.
- Provides exceptional quality customer service at the front counter, telephone, through electronic communication, etc.
- Supports efficient Building Division Services by backfilling the Permit Clerk Position as required due to vacations, absences, volume of work, etc.

Education Training Currency:

- Keeps pace with trends and issues in the building industry and its relationship with municipal government, i.e. materials, methods, technology.
- Researches methods for improving public health and safety in building within the framework of legislation, codes and by-laws. Recommends changes and improvements that benefit building and development services.
- Maintains skills and knowledge at a high level by taking training and development through courses, seminars, workshops and selected reading.
- Responsible, as an employee, for proper occupational health and safety practices.

Minimum Qualifications and Requirements:

- Three-year diploma program in architectural or engineering technology or acceptable equivalent.
- Provincial building qualifications:
 - General Legal
 - The House
 - Small Buildings
- Certification of Qualification in Code Proficiency.
- Minimum of three (3) years' of progressively responsible experience in building code enforcement.

- Must possess a valid Class 'G' Driver's License and maintain a clean driver's abstract.
- Computer Skills: Permit Tracking Software and MS Office.

Annual Salary: \$78,820 - \$88,661 per annum [2025 Rate]

To Apply: Interested applicants are invited to submit ONE document, including a Resume (cover letter optional) in MS Word or PDF format by email to careers@centrewellington.ca by June 26, 2025, at 11:59 p.m. Please quote job posting 2025-41 in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance. All qualified internal candidates will be interviewed before external candidates are interviewed. We thank all those who apply; however, only those candidates selected for an interview will be contacted.