

## **JOB DESCRIPTION**

### **BUILDING/ADMINISTRATION STUDENT**

**REPORTS TO:** Director of Planning and Development

#### **SUMMARY OF FUNCTION:**

The Building/Administration Student will provide support to the Planning & Building Department during the construction season, acting as receptionist and receiving and processing building permits. In addition, this position will provide coverage for other departments as required.

#### **TASKS:**

- ❑ Prepares correspondence (letters, invoices and notices), reports, agendas, meeting minutes, violation notices and orders from handwritten copy or as directed.
- ❑ Answers telephone calls, screens, re-routes and takes messages.
- ❑ Responds to public inquiries via telephone, correspondence and in person.
- ❑ As receptionist, responds to public inquiries concerning all areas of Municipal responsibilities.
- ❑ Receives, schedules, and records building inspection requests. Prepares Inspection Report forms, processes inspection results in database and files paper copy as required.
- ❑ Answers public inquiries regarding Building Permit Application Packages. Reviews application to ensure forms are complete, and relays to appropriate staff for review. Provides general information with respect to processing procedures, mandatory inspections and other permit matters.
- ❑ Establishes and maintains Building Permit files and maintains information regarding permits, orders and inspections in computerized and hardcopy log and Index Book.
- ❑ Enters Building Permit data into computer, retrieves and maintains data and generates statistical reports for Department, Council, CMHC, Statistics Canada and other reports as required.
- ❑ Provides and receives Complaint Forms for various By-Law Enforcement and Building complaints from the public and acts as back-up for the Public Works front line staff with respect to requests for action.
- ❑ Attends Department Meetings.
- ❑ Performs other related duties as required.

### **SKILLS:**

- ❑ Shall be enrolled in post-secondary education in Office Administration or related field.
- ❑ Requires public relations and interpersonal skills to clarify facts, give information and respond to complaints.
- ❑ Requires written communication skills to complete general correspondence.
- ❑ Must possess the ability to deal courteously and effectively with the public, staff, developers, elected officials, etc.
- ❑ Requires a valid, minimum G2 driver's license.
- ❑ Must possess computer operating and keyboarding skills for word processing, spreadsheet functions and other software applications.
- ❑ Requires operating skills for a variety of office equipment.
- ❑ Must possess organizational skills for filing and setting priorities.
- ❑ Knowledge of the Building Permit process as outlined by the Ontario Building Code would be an asset.

### **EFFORT:**

- ❑ Requires sitting for extended periods of time.
- ❑ Involves visual concentration at a computer screen.
- ❑ Requires intermittent lifting.
- ❑ Involves attention to detail and the meeting of deadlines.

### **WORKING CONDITIONS:**

- ❑ Normal workweek - 35 hours.
- ❑ Attendance at meetings outside of normal work hours may be required.
- ❑ Working environment contains the usual risks or discomforts; no special safety precautions are required.

Revised: January 11, 2018