



## Selwyn Township Job Description

Position: <b>Permit Intake Technician</b>	Page: 1 of 3
Reports To: Manager of Building & Planning	Date: January 2025
This Job Description is: ___ New ___ Existing __Revised _x_ Reviewed	

### **Job Summary:**

To provide customer service while managing all aspects of the building permit intake and issuance process. Provide preliminary application review for completeness, adherence to all applicable law, including the Ontario Building Code and the Planning Act. The position will provide administrative assistance to the Building Services area, as well as assist in front counter coverage when necessary.

### **Duties and Responsibilities:**

1. Acts as the primary municipal contact for all building inquiries, applications and inspection requests. Responds and works to resolve customer issues and complaints.
2. Reviews all permit applications and plans, for completeness of the submission as per applicable legislation, including structural, floor plans, elevations, plumbing, heating and ventilation.
3. Processes building permits, inputs permit applications into municipal software system, inputs and retrieves electronic data or information on permit applications and monitors building permit statistics.
4. Conducts plan review for code compliance for small project building permit applications; including decks, garages and other small buildings/renovations accessory buildings, single and detached dwellings.
5. Reviews site plans for zoning compliance.
6. Calculates building permit fees, development charges in accordance with relevant By-laws
7. Provides back up support for compliance orders and work orders, in accordance with Municipal policy and applicable legislation.
8. Maintains files of correspondence and material for all property files, building permits, and general building department files.

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**Duties and Responsibilities: (Cont'd)**

9. Responsible to receive and process incoming mail for the department inquiries. Process outgoing mail from the department including registered mail.
10. Consults with Township staff on matters of compliance with the Ontario Building Code, Planning Act, applicable law, and departmental procedures, and provide referrals where appropriate.
11. Administers the Building Permit renewal program, reviews outstanding active Building Permit files and sends out renewal notices as required.
12. Prepares reports relating to building permit statistics and makes recommendations to continuously improve the building permit process.
13. Provides support to committees as directed, preparing agendas, minutes and other correspondence as required.
14. Provides administrative support for the Building and Planning department including filing, telephone coverage, and archiving/data entry as necessary or assigned.
15. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information Act.
16. Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health and Safety Policy.
17. Performs other duties and carries out special projects as assigned.

**Supervision:**

This position does not require the incumbent to supervise or direct the work of others.

**Contacts:**

Internal: With the Manager of Building and Planning, Building Official's and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With lawyers and other agencies to provide and obtain information.  
With the general public to provide information, ensuring polite and tactful relations.

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**Working Conditions:**

Exposure to a normal office environment.

Visual and mental concentration with respect to detail and visual display terminal.

Work is subject to unyielding legislated deadlines.

**Job Knowledge:**

Post secondary education or equivalent in Architecture, Construction, Municipal Planning, or a related field with three years related business or municipal experience.

A current member or willingness and ability to become a member of the Ontario Building Officials Association (OBOA).

Qualified and registered with MMAH in the following categories: General Legal, Small Buildings, HVAC House, Plumbing House.

Good understanding of the principles of urban planning, the Township's Zoning By-laws, Building Code and other relevant legislation.

Good working knowledge of personal computers, data base, GIS, AutoCAD and web based mapping software, and word processing programs.

Excellent written, oral and graphic communication ability.

**Key Competencies:**

- Accountability
- Analytical Thinking
- Communication
- Customer Focus
- Decision Making
- Job Knowledge
- Quality Orientation