



Township of East Zorra-Tavistock

Job Description

Building/Planning/Public Works Administrative Clerk

1. **Position Title:**

Building/Planning/Public Works Administrative Clerk

2. **Date Approved:**

March 2025

3. **Pay Grid:**

- a. Grade 9
- b. Based on 35 Hours per Week, Full Benefits, OMERS

4. **Reporting Relationships:**

- a. Reports to:
 - i. Engineering Technologist/Drainage Superintendent
 - ii. Building, Development & Drainage Manager (Chief Building Official)

5. **Purpose:**

To provide a variety of administrative support services to the Building, Development and Planning departments for the efficient operation of the Township with an emphasis on all aspects of the building permit process, the land use planning application process and administrative support to the Public Works.

6. **Scope of Position:**

- a. Work is varied and often in response to Council decisions in addition to the ongoing operations of the Township.

- b. Work is performed according to Township policy or is rooted in legislation - the incumbent is expected to organize workflow and work independent

7. Responsibilities:

a. Building

- i. Works with building permit applicants to ensure application are complete and accurate.
- ii. Enters all permit data into the software and prepares permit for issuance by CBO
- iii. Correlates all permit information upon issuance for both the customer ad the Township files.
- iv. Provides administration support for building permit files (report reviews, follow up correspondence for enforcement, permit tracking and deposit refunds.)
- v. Works with the Finance department to ensure timely coordination for property taxes and building deposit reconciliations.
- vi. Compiling of monthly statistical report data and other requests for building department reporting (Statscan, Municipal Property Assessment Corp.,TARION)
- vii. Order and tracks water meters from the County of Oxford

b. Planning

- i. Monitors the status of Minor Variance and Zone change planning applications, coordinates public meetings and hearings with Clerk for Council meetings, sends out decisions, tracks applicable appeal periods
- ii. Assists Engineering Technologist to coordinate the preparation and execution of various agreements related to planning and development matters (Subdivision, Severance, Site Plan Agreements)
- iii. Provides administrative assistant to County planner with all land planning applications and appeals to the Ontario Land Tribunal (OLT) when applicable.
- iv. Coordinates Township responsibilities with respect to Severance Conditions. Works with internal and external contacts to gather the information required for Township approvals.

c. Drainage

- i. Assists the Engineering Technologist with all administrative functions of the drainage process
- ii. Provides support for invoicing of municipal drain repairs
- iii. Ensures that all information for grant application are sent in and recorded correctly in order to ensure efficient timelines from time of repair to billing to grant applications.

d. Public Works

- i. Provides administrative assistance for all correspondence and scheduling of meetings, as required.
- ii. Provides support to department for special projects as required

e. Other

- i. Works as the utilities locate coordinator and clears proposed dig requests and schedules building staff to physically mark infrastructure as required.
- ii. Supports and provides backup for other administrative and customer service positions.
- iii. Other duties as assigned and consistent with the responsibilities set out in this job description

8. Working Conditions:

- a. Work is subject to shifting priorities.
- b. Some risk due to stress and verbal abuse when dealing with irate property owners who will not or cannot accept Township by-laws and regulations.
- c. Certain sense of urgency due to public service.

9. Hours of Work:

- a. Thirty-five (35) Hours per Week
- b. Normal hours are 8:30 a.m. to 4:30 p.m. Monday to Friday

10. Working Relationships:

- a. With CAO - Receives direction and guidance for non-routine and special assignments
- b. With Engineering Technologist/Drainage Superintendent – receives overall direction and supervision of day to day activities, work load management, general supervision
- c. With Building, Development & Drainage Manager (CBO) – receives direction and supervision for tasks being completed for the Building department.
- d. With other Staff - Provides clerical, administrative, receptionist and accounting services; exercises courtesy and co-operation for harmonious working relationships
- e. With the Public - Provides information and assistance; receives payments and application forms, maintains a high level of tact and courtesy

11. Knowledge and Skills:

- a. Training and experience in general office administration methods
- b. Strong computer skills with the ability to adapt to new software programs
- c. Strong Excell knowledge for report creating and tracking
- d. Reasonable understanding of the municipal administration procedures for building permit, inspection and land use planning application process.
- e. Good analytical, organization, accounting and communication skills
- f. Ability to organize priorities and to work independently
- g. Ability to serve the public.

12. Formal Education:

- a. Secondary School Diploma
- b. Post-secondary education program with an emphasis on Office Administration

13. Impact of Errors:

- a. Errors in giving information to the public could lead to inadvertent misleading of the public, poor public relations and embarrassment to staff, self and Council
- b. Clerical errors could be traced and corrected after costly duplication of effort and annoyance
- c. Errors with respect to building could lead to legal claims against the Township and/or staff.

14. Control:

- a. General supervision from the Engineering Technologist/Drainage Superintendent based on Council policy.

15. Licences and Certifications

- a. Must hold a valid Class "G" Drivers Licence.

16. Health & Safety

- a. Works safely and in conformity with the Township Health & Safety Policies, Procedures and Guidelines. Uses protective equipment as directed. Participates in Health & Safety training and education exercises.

