

**THE CORPORATION OF THE TOWNSHIP OF KILLALOE,  
HAGARTY AND RICHARDS  
Job Description**

**Position Title:** Planning and Building Assistant  
**Department:** Administration  
**Reports to:** Chief Building Official

**Purpose of the Position:**

To provide clerical and administrative support in the departments of Building, Planning Development & Licencing and receive, review and process General Inquiries for the Building Department as well as to provide general administrative assistance to other departments as directed. The position will assist to administer the planning, building and licencing functions of the municipality and collaborate with the CAO Clerk Treasurer, the Chief Building Official, Department Heads, Council, Committees and the general public on matters relating to building, planning, by-law research and licencing issues.

**MAJOR RESPONSIBILITIES**

**1. Program/Service**  
**ADMINISTRATIVE**

- 1.1 Receives incoming visitors and telephone calls, identifies client needs, directs clients to the appropriate staff member or organization and answers general inquiries in relation to Planning, Licencing, Building and By-Law.
- 1.2 Responds to emails and refers specific and non-routine inquiries to the CAO Clerk Treasurer and Chief Building Official or department heads as assigned.
- 1.3 Provides direction, assistance and guidance to prospective applicants and their agents regarding planning, licencing or building applications.
- 1.4 Undertakes, under supervision, file preparation, tracking and initial review at the application intake stage to ensure essential content is obtained from the applicant for building and planning applications.
- 1.5 Assists to facilitate direct communication between applicants, the CAO Clerk Treasurer and Chief Building Official during the application review and approval stages.
- 1.6 Liaises on behalf of his/her direct supervisor with consultants, commenting agencies, developers and other municipal staff inquiries.
- 1.7 Prepares under supervision of the CAO Clerk Treasurer and/or the Chief Building Official, clearance letters or relevant agreements and zoning certificates for the approval and signature of the appropriate Department Head.
- 1.8 Assists with the preparation of and submits reports for council as requested.
- 1.9 Assists with the preparation and submission of monthly updates and reports to legislative bodies or various agencies (MPAC, MNRF, OPG, County of Renfrew, Statistics Canada, CMHC, etc.).
- 1.10 Assists with input and reports within the County GIS mapping system for building, planning and septic activity.
- 1.11 Assists with monitoring agreements and contracts.
- 1.12 Receive "in person" payments, relevant to applications.
- 1.13 Various administrative duties as requested such as reviewing and updating forms, by-laws & minute reviews, photocopying and attendance at occasional Council meetings.

- 1.14 Provide information to the general public regarding various by-laws relating to bylaw, building and planning and receive and document and forward complaints and complicated inquiries to appropriate Department Heads.
- 1.15 Coordinates the administration of all land use planning applications.
- 1.16 Other duties as assigned.

**PLANNING Under the Supervision of the CAO Clerk Treasurer and/or the Chief Building Official;**

**Minor Variance:**

- 1.17 Assist with the review of minor variance applications, receive and enter application fees.
- 1.18 Assist with research in the tax roll file, prepare circulation notification list, prepare mapping and distribute appropriate documents to the required parties, notification of decision distribution and application follow up.
- 1.19 Assist with drafting and preparing Committee of Adjustment application reports and various agreements.
- 1.20 This position will also cross train with the CAO Clerk Treasurer in the licencing areas and administrative support for meetings.

**Rezoning:**

- 1.21 Assist with the review of rezoning applications, receive and enter application fees, review tax roll file, communication with County of Renfrew, prepare circulation notification list, prepare mapping and distribute appropriate documents to the required parties, notification of decision distribution, update zoning maps and application follow up.
- 1.22 Assist in preparing Council reports.
- 1.23 Research to respond to internal and external questions of relevance to the Official Plan, County of Renfrew OP and/or Provincial Policy statement.

**Land Severances:**

- 1.24 Assist with the review of local municipal requirements with the application once received from the County, review the tax roll file, prepare council reports, prepare and distribute response forms, receive, review and ensure that local municipal conditional consent requirements are met.
- 1.25 Retain organized files where accurate documentation is retained and ensure deadlines are met.

**Road Agreements:**

- 1.26 Assist with the research and review of unopened concession road allowance and prepare Council reports for review and consideration.

**Site Plan Agreements:**

- 1.27 Assist with the research and review of consultations regarding site plans and prepares reports as required.

**General Planning:**

- 1.28 Provide general planning information which may include research regarding zoning regulations, permitted uses, development regulations etc.
- 1.29 Prepare zoning compliance letters including: tax file review, building permit activities, septic compliance, work orders and zoning.
- 1.30 Research and prepare various planning agreements as requested.

- 1.31 Liaise with surveyors, CAO Clerk Treasurer, Chief Building Official, etc. regarding title matters.
- 1.32 Work in consultation with CAO Clerk Treasurer, Chief Building Official and any other applicable Legislative Authority.
- 1.33 Report data and mapping errors for correction.

#### **Building Permits: Directly reporting to the Chief Building Official**

- 1.34 If required, review building permit application with applicant and assist with questions.
- 1.35 Intake and review building permit application, ensure building permit application contains all required information, review submitted site plan and ensure compliance with applicable zoning, receive permit payment, and submit completed permit application to Chief Building Official for review and approval.
- 1.36 Assist with the preparation of inspection reports, occupancy permits and recording of septic permits etc.
- 1.37 Performs file searches as required.
- 1.38 Ensure information on the township's website and forms have up-to-date information.
- 1.39 Other duties as assigned.

#### **Document Management/Archive**

- 1.40 Continue to update and maintain the information management system with the transfer of municipal documents from paper into electronic format into the document storage and retrieval system.
- 1.41 Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts.
- 1.42 Uses office equipment such as photocopier, fax, computer, etc.
- 1.43 Protects own health and safety and health and safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

## **2. Human Resources**

- 2.1 Not responsible for the supervising or directing the works of others.

## **3. Financial Resources**

- 3.1 Not responsible for the preparation of an operating budget or for the acquisition of funds.

## **4. Material Resources**

- 4.1 Responsible for the proper usage of miscellaneous office equipment.

## **SKILL AND EFFORT**

## **5. Qualifications**

- 5.1 Post-secondary degree or diploma in Planning or Geography and/or an equivalent combination of education and experience in planning and/or building field in a municipal, legal or private sector, development setting or in a position of similar responsibility. Primer on Planning, General Legal Accreditation for Buildings or other related courses would be an asset.

- 5.2 Minimum of two (2) years' experience in a progressive administration position, preferably in a municipal environment would be an asset.
- 5.3 Good understanding of municipal government, a thorough knowledge of land use planning processes and related legislation, procedural by-laws and parliamentary rules of procedure.
- 5.4 Advanced proficiency with Microsoft Office Suite, GIS Mapping, Municipal Connect and related software.
- 5.5 Excellent research and formal writing skills with attention to detail and proficient in mapping compilation.
- 5.6 Basic understanding of architectural & engineering plans and survey principles would be an asset.
- 5.7 Excellent organizational and time management skills to handle a heavy workload and to meet rigid deadlines.
- 5.8 Excellent oral, written and interpersonal communication skills.
- 5.9 An extensive knowledge of municipal services and operations.
- 5.10 A high level of initiative, ability to maintain confidentiality, exercise tact and diplomacy, work independently with minimal supervision; apply sound judgment in decision-making when dealing with sensitive situations.
- 5.11 Must be able to work beyond normal hours of work.
- 5.12 Possess and maintain a valid "G" driver's licence and have use of a vehicle and a clean Criminal Record.

## **6. Knowledge**

- 6.1 Ability to deal with various agencies, the public and internal staff in a pleasant, positive professional manner.
- 6.2 Excellent spoken and written communication skills.
- 6.3 Excellent secretarial and administrative skills.
- 6.4 Strong time management skills and organizational skills.
- 6.5 Ability to take initiative and team oriented.
- 6.6 Thorough knowledge of meeting protocol, the Municipal Act, the Planning Act, Provincial Policy Statement, Building Code and other related municipal legislation.

## **7. Decision Making and Judgement**

- 7.1 Work is performed under the supervision of the CAO Clerk Treasurer and the Chief Building Official. Access is available to municipal policies and procedures for reference as required.

Judgement is exercised in:

- prioritizing and organizing workload to ensure timely completion of work assignments; and
- responding courteously to callers and visitors, referring to appropriate staff when necessary.

## **8. Interpersonal Skills/Contacts**

Excellent interpersonal skills are required to interact with the general public, Council, Committee Members and staff and to provide information to inquiries regarding departmental operations.

- 8.1 Internal
  - with coworkers for the purpose of sharing information to complete work assignments;

- with Council and staff to provide information in an effective and efficient manner;
- with the CAO Clerk Treasurer and Chief Building Official to obtain information and discuss matters relating to the position and receive direction.

8.2 External

- with general public to provide information and direct inquiries to appropriate staff, as well, must be able to be assertive when necessary;
- with various Committee members, Council and volunteers for the exchange of information; and
- with other municipalities for the exchange of information.

**WORKING CONDITIONS**

**9. Environment**

- 9.1 Works in a clean office environment with a great deal of time spent working at a computer terminal.
- 9.2 Similar to other public sector positions at this level, the incumbent from time to time is required to deal with members of the public who may become angry and agitated.

**10. Control over Work Schedule**

- 10.1 May be required to attend Council and/or Committee meetings which may be convened outside normal working hours.
- 10.2 Work schedule subject to shifting priorities of Department Heads and depending upon the tasks assigned may require working outside of normal office hours.

**The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.**