

TOWNSHIP OF SOUTHGATE

JOB DESCRIPTION

Date of Update: December 1, 2021	Building Administrative Assistant
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SECTION A: POSITION DESCRIPTION

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Name:	Supervisor's Name: Bev Fisher
Job Title: Building Administrative Assistant	Supervisor's Job Title: CBO
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Southgate Office	Department/Division: Administration
Employment Status: Full Time Salaried Position	Pay Band: 12

2) Scope of Position (A maximum of three sentences.)

Responsible for the performing administrative duties in the Southgate Municipal office location providing customer service, scheduling of daily inspections, taking payments, front counter customer inquiries, monthly reporting, as well as receiving and processing building permit applications in accordance with the Building Code Act, Ontario Building Code and applicable municipal by-laws, policies and procedures.

~~Other responsibilities of the Building Administrative Assistant will be to support general administrative responsibilities related to tracking, documenting and reporting on By-law Enforcement complaints related to Building, Property Standards, Noise, Zoning, Fire, Canine Control, etc. compliance. These administrative duties will include maintaining files, managing compliance deadlines, scheduling investigation visits, issuing of warning letters, orders to comply and court summons under the direction of the By-law Enforcement Officers.~~

Under the direction of the Chief Building Official (CBO) performing building ~~and by-law enforcement administration~~, reporting and other duties assigned by the Chief Building Official.

~~Work Hours: 8:30 am to 4:00 pm~~

Key Responsibilities	Tasks	Percent of Time
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Administrative	<ul style="list-style-type: none"> - Provide administrative and clerical support to the CBO, administrative support to the Building department and property standards. - Represents Southgate when performing day-to-day duties through front counter contact with the public. - Provides general reception duties including answering phones, greeting customers, accepting payments, providing information related to building and by-law Enforcement responsibilities or redirecting other inquiries to appropriate staff in a backup relief role. - Data entry, word processing, correspondence, processing of mail, and filing —Correspondence for other departments as required. - Complete research on a variety of topics as requested by CBO. - Performs all other duties and projects as assigned by Supervisor. - Be responsible to work in compliance with the Occupational Health and Safety Act and Regulations, municipal health and safety and workplace violence policy and procedures as well as industry guidelines. - Knowledge of zoning, planning and other related by-laws as well as legislation as they apply to the municipality. - Basic knowledge of Building Code Act and the Ontario Building Code. - Basic knowledge of WHMIS, and the Municipal Freedom of Information and Protection of Privacy Act 	<p>30% 15%</p>
Building Department specific duties	<ul style="list-style-type: none"> - Processes Building permits with initial screening for being complete prior to CBO review. - Co-ordinate and review records management function for filing of Building permits and related documents. - Receiving and scheduling of building inspections. - Receives payments for and issues approved Building Permits when signed off by the CBO. - Inputting of building permits electronically into the permitting software. - Inputting, maintaining, and assessing databases and files related to building permits. - Scheduling, monitoring, and confirming appointments and meetings, and preparing travel arrangements and itineraries for building department staff. - Provides monthly building reporting statistics related to permits issued, fees collected, development charges received, new construction value, assessment/taxation growth, inspections completed by type, productivity reporting, files closed, etc. 	<p>60% 85%</p>
By-law Enforcement Department specific duties	<ul style="list-style-type: none"> —Work under the direction of the By-law Enforcement Officer for the following department responsibilities: <ul style="list-style-type: none"> • Administrative responsibilities related to tracking, documenting and reporting on By-law Enforcement complaints. • Maintaining files, managing compliance deadlines, scheduling investigation visits, issuing of warning letters, orders to comply and court summons under the direction of the By-law Enforcement Officers. 	<p>10%</p>

SECTION B: SKILLS

1) Formal Education and External Training

<p>Highest level required</p> <p> <input checked="" type="checkbox"/> High School <input type="checkbox"/> Vocational School <input checked="" type="checkbox"/> Community College <input type="checkbox"/> University Degree <input type="checkbox"/> Individual Courses </p> <p>License or Professional Designation</p> <p>Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?</p> <hr style="border: 1px solid red;"/> <p style="text-align: right; color: red;">Yes — Municipal By laws</p> <ul style="list-style-type: none"> • Building • Property Standards • Noise • Zoning • Fire • Canine <p>Discuss: Attends seminars/courses pertaining to job skills as required. AMCTO courses on: Municipal Administration Program Human Resources and Municipal Law Other Training recommended: Supervisory & Management training</p>	<p>Specific Specialty or Degree? (List)</p> <p>- Diploma</p> <p>- College diploma in Business Administration would be an asset.</p>
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2) Required On-The-Job Training

<p>Specific Internal Training</p> <ul style="list-style-type: none"> - Municipal AMCTO Administration Training - Municipal software system - Building Legal through the Ministry of Municipal Affairs and Housing 	<p>Months to Complete</p>
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3) Work Experience

<p>Experience</p> <p>Computer (Word, Excel, etc.)</p>	<p>Minimum Years Required</p> <p>2 years of experience or equivalent education</p>
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4) Other Key Skills

<p>Computer skills</p> <p>Good organizational skills</p> <p>Good communication and interpersonal skills</p> <p>Patience</p> <p>Compassion</p> <p>Records Management</p>
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5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.) Co-workers (other dept.) Supervisor (my dept.) Supervisor (other dept.) Depart. Head (my dept.) Depart. Head (other dept.) Staff in other municipalities CAO Ratepayers Children/Students Seniors Supplier	Daily Daily Daily Occasionally Daily Occasionally Occasionally Occasionally Frequently N/A Frequently Seldom	Support management staff	In person, via phone or e-mail
External Contacts	Frequency	Purpose	Method
General Public (Not residence) Business representatives Consultants, Engineers, Planners, etc. Auditors Solicitors Funding Organizations Government Officials Boards Council (your own) Council (other municipalities) Media Ratepayers Groups Other: Specify Below	Occasionally Seldom Occasionally Seldom Seldom N/A Seldom Seldom Seldom Seldom Seldom Seldom		
Interpersonal skills: Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; identifying needs; advising.			

6) Decision Making

Works with detailed, complex and sensitive materials and must exercise considerable judgment, diplomacy and human relation skills in dealing with problems relating to day-to-day operations.

7) Problem Solving Responsibilities

Analyze, evaluate and determine a solution for policies in place.

8) Equipment & Technology Utilized

Computer, fax machine, postage meter, photocopier.

SECTION C: RESPONSIBILITY**1) Program Delivery**

Supports the delivery of Administration programs.
Provides research to the CBO for reporting.

2) Impact and Accountabilities

Responsible to the CBO.

3) Supervision

Direct Subordinates – Job Titles		Number of Staff
N/A		
Indirect Subordinates – Job Titles		Number of Staff
N/A		
Total		
Provides training/instruction to others – Job Titles		Number of Staff
N/A		

4) Material and Information Resources

Maintain accurate information, data and records.
Has access to private customer information.

5) Financial Resources

This position has access to confidential and financial information.

SECTION D: WORKING CONDITIONS

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting					X
Standing		X			
Noise Exposure		X			
Adverse Temperature		X			
Pushing/Pulling	X				
Lifting/Carrying		X			
Dust	X				
Odors	X				
Other (Specify) Physical Aspects					

2) Health & Safety Hazards

May encounters with irate customers when providing front counter backup.
Otherwise, minimal hazards, office environment.

Health and Safety Responsibilities

Responsible for performing duties in a Health and Safety conscious manner.

3) Travel

N/A

4) Driving

Maybe require periodically for off- site training courses and seminars.

5) Mental Environment

Works alone with regular interruptions.
Dealing with unhappy people and deadlines contribute to stress.

SECTION E: EFFORT

1) Mental Effort

Diffusing situations and coming up with creative solutions to situations on many different levels and areas. Concentration due to paying attention to detail and completing research.
Answering inquiries from public requires you to think on your feet.
Face deadlines.

2) Physical Effort

Minimal physical effort required.
Constant sitting.
Keyboarding.

SECTION F: ADDITIONAL INFORMATION

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____