



Position Title: Building Administrative Assistant - Summer Position

Department: Building Department

Reports To: Chief Building Official

Status: Seasonal

This job description is: New X Revised **Wage:** \$ 18.50 / Hour

Job Summary:

Reporting to the Chief Building Official (CBO), the Administrative Assistant to the Building Department is responsible for assisting with building department activities ensuring compliance with provisions of the Ontario Building Code, the *Building Code Act*, and all other relevant legislation and regulations.

Please note that the availability of this position is subject to funding approval.

Duties and Key Responsibilities:

Interpret and adhere to Municipal By-Laws and related Provincial statutes, legislation and regulations to conduct building department activities accordingly.

Work under the direction of the Chief Building Official and in conjunction with the Deputy Chief Building Official and Building/Planning Administrative Assistant, By-law Enforcement Officer on matters related to building activities.

Organize Peterborough Public Health records regarding sewage disposal systems.

Provide clerical support to the By-law Enforcement Officer and building/planning departments when required.

All other duties as required.

Supervisory Responsibilities:

The incumbent has no supervisory responsibilities.



Job Specifications:

Must be between the ages of 15 to 30 years old.

Preference may be given to applicants enrolled in a Business Administration College/University program or equivalent.

Must be able to work during the months and times specified (to begin in early May and continue until the end of August), Monday to Friday, 40 hours per week with some evening/weekend work).

A valid and clean Ontario Class G Drivers' license is required (please submit 3-year uncertified drivers record with application).

Demonstrated computer skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other computer software applications such as mapping and geographic information systems (County GIS), Cloud Permit, Adobe Acrobat, Internet Explorer, etc. Ability to use Keystone Complete is an asset.

Understanding of standard office equipment such as photocopiers, scanning and fax software, laminators, plotters, and digital cameras.

Requirement to submit a satisfactory Police Record Check prior to the commencement of employment.

Key Performance Competencies:

Must attain a strong work ethic and be self-motivated.

Demonstrated ability to work effectively with a team and maintain constructive working relationships.

Demonstrated public relations and communication skills, ensuring polite and tactful relations with residents.

Must represent the Township in a positive and respectful manner at all times.

Demonstrated ability to ensure the confidentiality of all corporate information and transactions are in accordance with the Municipal Freedom of Information and Protection of Personal Privacy Act.

Demonstrated awareness and knowledge of proper safety procedures and ability to act in accordance with established guidelines, follow standard policies, procedures, and legislation such as *Occupational Health and Safety Act; AODA, etc.*



Working Conditions:

Exposure to the office environment.

Exposure to extreme summer weather conditions; heat, rain, wind, etc.

Normal stress associated with office interruptions.

Contacts:

Internal:

- Chief Building Official, Deputy Chief Building Official, Building/Planning Administrative Assistant, By-Law Enforcement Officer and other municipal staff for the exchange of information.

External:

- General public to convey or exchange information.