



Township of North Kawartha Job Description

Position: Building Department Assistant	Date: February 2022
Reports to: Chief Building Official/By-Law Enforcement Officer	Department: Building and Planning

Purpose:

Reporting to the Chief Building Official, the Building Department Assistant provides administrative and clerical support to the Building and Planning Department as required. This position reviews documents for inaccuracies or omissions and ensures documents are accurately filed according to policies and regulations of the Township.

Responsibilities:

1. Assist in the review of property files to ensure the completion of building, by-law and planning documentation.
2. Scan and photocopy files of size 24"x36" and smaller, appropriately filing records as directed.
3. Assist the Department by preparing and mailing correspondence related to septic systems.
4. Conduct careful reviews of septic files for missing information or inaccuracies.
5. Utilize document management software such as Filehold to securely maintain files and navigate e-permitting software as needed.
6. Search and navigate the Township's geographic information system to retrieve or file information as required.
7. Assist with conducting searches of previous property owners.
8. Assist with the organization of scanned files from Peterborough Public Health and correctly upload in Filehold.
9. Assist with site visits on occasion and as required.
10. Answer enquiries and/or direct enquiries where necessary to appropriate personnel.
11. Assist with maintaining files relating to duties and responsibilities according to Records Retention By-Law.
12. Maintain and ensure the security and confidentiality of all records and personal information under the control of the Corporation of the Township of North Kawartha in accordance with legislation.

13. Participate in all aspects of the Occupational Health and Safety Act and maintain knowledge of municipal policies.
14. Any other duties as assigned through immediate supervisor.

Supervision:

This position does not have any supervisory responsibilities.

Working Relationships:

Internal:	Manager and colleagues	Municipal Staff
External:	General Public	Municipal Government

Skills and Competencies:

- Visual and mental concentration to multitask
- Strong oral and written communication skills
- Self-directed with ability to work independently
- Strong organizational ability
- Strong attention to detail
- Ability to prioritize tasks
- Ability to deal with frequent interruptions and competing priorities
- Sense of collaboration and ability to work in a team environment
- Time management skills and ability to work under deadlines
- Excellent customer service and public relations skills
- Strong computer literacy

Knowledge, Training and Qualifications:

- Education in a related field and/or equivalent experience.
- Knowledge of word processing, spreadsheet, email, internal and related software programs.
- Knowledge of geographic information systems an asset

Working Conditions:

Typical climate-controlled office environment. Work activities require visual and mental concentration for intermediate durations of time. This is a temporary seasonal position with a 40 hour work week, Monday through Friday. Occasional lifting and carrying of items weighing less than 30 lbs. (i.e. office supplies or files). Occasional travel outside the office to attend sites or for routine office tasks

may be required.

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident, or operational requirements.

Reviewed by:

Employee

Date

Manager

Date

Chief Administrative Officer

Date