



## **Township of Douro-Dummer Job Description**

**POSITION TITLE: Building Department Assistant Summer Position**

**DEPARTMENT: Building Department**

**REPORTS TO: Chief Building Official**

**DATE REVISED: March 2025**

### **POSITION SUMMARY**

Reporting to the Chief Building Official, the Building Department Assistant is responsible for assisting Building & Planning Department Staff in the day-to-day operations within the department.

### **RESPONSIBILITIES**

- Provides administrative support to the Chief Building Official, and other members of the Building & Planning Department.
- Performs administrative support; responding to inquiries, relaying messages and routing telephone calls, filing, and other duties assigned.
- Produces and maintains forms, records, reports, and correspondence as required.
- Provides general service information regarding Township business and directs visitors to appropriate person or department.
- Assists with processing of building and planning applications.
- Aids in developing advertising, promotional materials, and public notices for placement in newspapers and other publications.
- Responsible to adhere to the Occupational Health and Safety Act and the Township Health and Safety Policy.
- Performs other duties as may be assigned.

## **WORKING RELATIONSHIPS**

Internal: Chief Building Official Township Staff

External: Ratepayers General Public

## **KNOWLEDGE, TRAINING AND QUALIFICATIONS**

The incumbent must have proficient knowledge of the following (or the willingness and ability to obtain):

- Preference may be given to applicants enrolled in a Construction or Planning 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 Thursday 8:30-4:30pm, Friday 8:30-4:00pm, 34.5 hours per week).
- Excellent knowledge of personal computers and associated software, with word processing experience. Proven ability to work with Microsoft Word, Publisher, Outlook, Internet and Excel, Adobe.
- Experience working with GIS software and Cloud Permit would be an asset.
- Excellent organizational and communication skills. Proven ability to interact with the public in a positive manner and ability to remain calm in encountering minor conflicts or complaints professionally and respectfully.
- Expected to use a high level of initiative and judgment and work with limited supervision once tasks have been assigned.
- Valid Class "G" Driver's License.

## **SKILLS AND COMPETENCIES**

- Ability to understand and follow simple oral and written instructions, which deal with standardized situations.
- Ability to complete forms and records relevant to the job.
- Customer service acumen
- Ability to work independently as well as part of a team
- Basic computer/technical expertise
- Reliability
- Teamwork

**WORKING CONDITIONS**

Exposure to a normal office environment and may require some exposure to the outdoors if necessary. Visual and mental concentration with respect to detail (figures) and visual display terminal.

*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:**

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**Employee**

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**Date**

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**CAO**

\_\_\_\_\_  
**Date**