



DISTRICT OF COLDSTREAM

JOB DESCRIPTION

POSITION: **CLERK – BUILDING INSPECTION**

REPORTS TO: Director of Development Services

SUPERVISES: None

POSITION SUMMARY

Under the supervision of the Director of Development Services, provides clerical and administrative support services primarily for the intake and issuance of Building Permits and other approvals issued by the Development Services Department and as requested to other departments.

REQUIRED EDUCATION, KNOWLEDGE, ABILITIES AND SKILLS

- Grade 12
- Certificate in office administration or business administration
- Minimum three years of office administrative experience, preferably in municipal government
- A working knowledge of basic accounting principles
- Experience in cash and balancing
- Ability to calculate and levy fees and charges based on the District's Miscellaneous Fees and Charges bylaw and other District bylaws
- Work cooperatively and productively in a team atmosphere, demonstrates proper phone etiquette and interpersonal skills
- In the conduct of duties and while representing the District, act at all times in an honest, professional and business-like fashion
- Provide information to potential businesses, exchange information with public/staff, and deal with the public
- Mathematical - add, subtract, multiply, divide, percentage
- Reading - reports, data, schedules, manuals, proofreading
- Draft routine correspondence
- Compile reports to Council, to be reviewed and approved by the Director of Development Services
- Coordinate committee schedules and agendas as required
- Ability to work well independently and as part of a team.
- Ability to organize, coordinate and complete tasks and projects efficiently
- Ability to prepare and maintain records, reports, correspondence, and various other materials related to the work
- Ability to accurately read maps, legal surveys, and development and engineering plans
- Knowledge of Development Services Department and services to explain to the public, organize and manage files and records
- Deal with general enquiries from organizations and individuals seeking to establish in the District

- Operation of multi-line telephone system
- Ability to interpret relevant documents and bylaws of a technical nature (i.e., Building, Zoning Bylaw, Business Licence Bylaw, Noise Control Bylaw, Weapons Regulation Bylaw, open-burning regulation) and communicate the same to the public.
- Develop tables; prepare historical fee records, statistical reports
- Competent in use of computers, specifically Windows Office applications, including Word and Excel.
- Computer data entry skills, use of word processing, accounting, spreadsheet, scheduling applications
- Work independently or with limited supervision
- Operation of office equipment
- Valid BC Drivers Licence (Class 5)

PREFERRED EDUCATION, TRAINING AND EXPERIENCE

- Diploma in business administration
- Minimum five years of office administrative experience, preferably in municipal government
- Training or experience in building, bylaw enforcement, and business licencing
- Ability to read blueprints to determine conformity to bylaws and Building Code
- Ability to read site plans and interpret legal surveys and Land Titles documents
- Training or experience with AMAIS system or other similar permitting software systems
- Training in or understanding of B.C.'s *Freedom of Information and Protection Privacy Act*

ILLUSTRATIVE EXAMPLES OF DUTIES

1. Provides clerical and administrative support services related to all building, business licences, and bylaw enforcement matters:
 - Intakes and screens Building Permit applications, including initial document review for completeness
 - Liaises with external building officials to schedule building inspections and inspections related to bylaw compliance
 - Provides information and responds to enquiries related to key services, building, business licencing, and bylaw enforcement
 - Processes incoming calls for departmental staff
 - Receives requests for information and responds where possible, or relays requests
 - Receives, records, responds to, or forwards related complaints
 - Maintains administrative building permit files, inspection requests, bylaw enforcement complaint(s), and business licence applications, procedure manuals, filing systems, databases
 - Coordinates Building Permit issuance, ensuring submissions are recieved from all required internal and external parties
 - Enters data and information from source materials including notes, handwritten or verbal statements, correspondence, reports, memos, files
 - Prepares letters, memos, reports
 - Photocopies/faxes documents
 - Establishes work priorities in conjunction with the Director of Development Services

- Prepares and distributes annual Business Licenses, including renewals, and any other permits or licenses that may be assigned to Development Services
- May be cross-trained to fill in from time to time for the Clerk – Operational Services
- Works independently or with limited supervision
- Performs other related duties as may be assigned from time to time

2. Compiles Reports:

- Maintains activity records for department, prepares regular/ad hoc reports
- Prepares/organizes resource materials for presentations
- Researches/assembles file information, statistics/reports including historical and related information, for distribution to internal and external agencies as required