



Building Technical Assistant

Temporary Contract Position

Competition # 2025-12

The Township of Georgian Bay is a growing water-based community located in the District of Muskoka along the eastern shore of beautiful Georgian Bay. We have a multitude of inland lakes, are a gateway to the world-famous 30,000 Islands and the access point to Georgian Bay Islands National Park. Steeped in history, our cultural roots are an important part of our community.

The Township has a permanent resident population of approximately 3,500 and an additional seasonal population of around 17,500. The municipal office is located in Port Severn which is a short commute from Barrie, Midland, Orillia, Parry Sound, and surrounding areas. Read our [Community Profile](#) to learn more about the Township.

Overview: We are looking for a Building Technical Assistant to join our team for a 12-month contract (maternity leave coverage). This position will provide administrative and technical support to the Chief Building Official, Deputy Chief Building Official, and Building Inspectors. Process building/septic applications within the legislated timelines of the Building Code Act, including the calculation of building permit fees. Prepare monthly reports, assist with records management, and provide excellent customer service to our community members.

Duties include but are not limited to:

- Receive, review, and analyze building permit applications, ensuring compliance with the Ontario Building Code.
- Administer and maintain electronic database for applications, circulation tracking, and permit issuance.
- Review dock permit applications for environmentally sensitive areas and fish type designations. Coordinate communication with appropriate external entities, if required.
- Receive requests for inspections and coordinate the scheduling for applicants.
- Provide excellent customer service to the public in-person, over the phone, and via email.
- Prepare reports as required, including but not limited to occupancy permits, final inspections, Statistics Canada, Tarion, Ministry of Labour, Municipal Property Assessment Corporation as well as maintaining historical and statistical data.

Knowledge/experience:

- Minimum of 2 to 4 years of experience in an administrative role, preferably in a Municipal setting.
- College diploma or University degree in Office Administration, Business, or related field.
- Familiarity with the Ontario Building Code and other applicable legislation is an asset.
- Excellent communication, organizational, time management, and administrative skills.
- Superb computer skills and familiarity with Microsoft Office Suite.
- Outstanding interpersonal and customer service skills

Wage rate: \$30.07 to \$32.87 per hour plus 4% vacation pay, based on a 35-hour workweek, Monday to Friday. *This is a unionized position with OPSEU Local 328.*

Interested individuals are asked to forward their resume and cover letter no later than **4:00 p.m. on March 18, 2025**, to the Human Resources Department by **email** jobs@gbtownship.ca

The Township of Georgian Bay is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest in the Township of Georgian Bay; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Privacy Protection Act, all information collected under the authority of the Municipal Act, 2001, will be used only during the selection process for the subject of posting.