



**SAULT  
STE. MARIE**

## Job Vacancy

<b>Position:</b>	In-Take Clerk	<b>Wage Range:</b>	\$24.76 – \$28.24
<b>Job Posting:</b>	016-017-2023	<b>Job Class:</b>	5
<b>Department:</b>	PW & ES	<b>Shifts:</b>	35 hours/week
<b>Division:</b>	Building	<b>Posted:</b>	January 20, 2023
<b>Status:</b>	Full Time	<b>Closes:</b>	January 27, 2023, 4:30pm

### Primary Duties and Accountabilities include but are not limited to:

- Receive and process permit applications as per Ontario Building Code.
- Assist in examining minor plans, buildings & structures, sewer installations, HVAC installations, alterations & repairs, demolition and moving of structures in compliance with Municipal and Provincial regulations such as Ontario Building Code, Building By-Law, Zoning By-Law, as well as other applicable statutes, standards and By-Laws.
- Review applications for compliance to the Zoning By-Law.
- Issue minor building and By-Law permits.
- Receive and process payments.
- Attend counter, provide information, interpret and advise.
- Respond to technical code, construction questions, and complaints; provide appropriate follow up.
- Search records, prepare and forward correspondence.
- Maintain office filing system and records.
- Assist with payroll input.
- Perform other related duties as required.

### Qualifications:

- College diploma in Civil Engineering/Architecture, or related field of study.
- Certified Building Code Official designation; or ability to acquire within designated time frame.
- General Legal under the Ontario Building Code Act; or ability to acquire within designated time frame.
- Two years' experience in the building construction, design or municipal environment.
- Basic understanding of the Ontario Building Code and Act (O.B.C.A.).
- Ability to read and interpret building construction drawings and specifications.
- Basic understanding of Zoning By-Laws and O.B.C.A. enforcement procedures.
- Report writing and records keeping.
- Computer literacy in Microsoft including Excel, Word and Outlook.

**To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:**

**Email:** [human.resources@cityssm.on.ca](mailto:human.resources@cityssm.on.ca)  
**Subject Line:** 016-017-2023 In-Take Clerk

This position is covered by a collective agreement, CUPE Local 67. Applications from outside the bargaining unit are welcome, but can only be considered if the position is not filled from within the bargaining unit.

The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.