



100 John West Way  
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aurora.ca

Town of Aurora

## Employment Opportunity

Corporate Services

Division of Human Resources

### Building Clerk

**Employment Type:** Permanent, Full Time

**Location:** Aurora, Ontario

**Salary Range:** \$58,778.68 to \$72,088.37

**Closing Deadline:** October 15, 2024

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

#### Position Summary

Reporting to the Manager of Building Services/CBO, this role is responsible for providing overall administrative for the Building Services division. The Building Clerk will provide front line customer service, respond to and direct inquiries appropriately, circulate mailings, manage work orders, records management, entering data into CityView/Bluebeam databases, drafting various correspondence, etc. This role will also create and update division templates and forms and make updates to the Town's Building Division webpage, as required.

#### Responsibilities

- Provides front line customer service and responds to general inquiries related to the Building Services division, and escalating, as required.
- Manages the division's general email account and directs the department main telephone line.
- Provides administrative support to the division by drafting various correspondence, documents, forms, charts, memos, etc.
- Sorts, records, and distributes incoming/outgoing mail for the division and will arrange for courier services or registered mail, as required.
- Coordinates divisional meetings including scheduling, preparing and circulating agendas and other material, preparing meetings rooms, minute taking and circulating them following each meeting, prepares refreshments and ensures set-up and clean-up, as required.
- Advises applicants of application submission requirements and provides them applicable forms, handouts and guidelines.
- Maintains all division files and records to ensure compliance with procedures and in accordance with the Town's Records Management Policy and Retention By-law and liaises with the Department Administrative Assistant on coordinating divisional FOI inquiries. Responding to routine disclosure for surveys request
- Maintains the departments office supplies inventory and assists Department, Administrative Assistant with uniform clothing orders.
- Reviews permit submissions for completion and advises applicants of missing information and processing payments by issuing receipts and preparing daily permit fee reconciliation.
- Enter and update information on the Cityview/Bluebeam software including information related to permit applications, building type, legislated timeframe, work descriptions, record of payments, logging complaints, etc.
- Schedule and coordinate requests for building and fire inspections.
- Log property complaints on Cityview software.
- Performs other duties, as assigned.

## Qualifications

- Completion of a Community College diploma in Business Administration, Construction, Architecture or Building Science.
- Completion of OBOA accredited courses or Community Planning and Zoning Administration courses are considered an asset.
- Demonstrated two (2) to three (3) years of experience in a construction administration environment, preferably in a municipal government setting.
- Excellent computer skills including proficiency with Microsoft Office Suite and experience with Cityview, Bluebeam and Laserfishe would be considered an asset.
- Excellent customer service, verbal and written communication and organizational skills.
- Ability to prioritize work and to work under pressure to meet deadlines in a fast-paced environment.
- Ability to communicate effectively and courteously with the public, staff, other levels of government/agencies, developers, and consultant professionals.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.