

# The Township of Huron-Kinloss

## POSITION DESCRIPTION

Position Title: Building & Planning Coordinator			
Reports to:	Manager of Building & Planning Services/CBO	Last Revision Date	August 6, 2025
Department:	Building & By-Law	Positions Supervised:	None
Position Status:	Full Time	Job Grade:	
Nature and Scope of Position:			
<p>The Building &amp; Planning Coordinator plays a key administrative and coordination role within the Building &amp; Planning Department, providing support for all planning and development-related functions. This position is responsible for gathering and organizing information related to building, land use planning, including zoning, consents, part lot control, site plans, and subdivisions. It also supports the preparation of departmental reports, the septic inspection program and manages financial tracking for development applications and special projects.</p> <p>The Building &amp; Planning Coordinator serves as a primary point of contact for public and internal inquiries, ensuring timely and professional customer service related to the department's day-to-day operations.</p>			
Key Result Areas	Major Responsibilities		Success Indicators
Building	<ul style="list-style-type: none"><li>Review all permit applications for completeness (building, plumbing, septic).</li><li>Create building and permit files, input and update data in tracking systems.</li></ul>		<ul style="list-style-type: none"><li>Permit applications are processed accurately and efficiently.</li></ul>

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	<ul style="list-style-type: none"> <li>• Schedule site inspections for the Building Department.</li> <li>• Prepare building permits following Chief Building Official approval, prepare for pick-up or digital distribution.</li> <li>• Maintain permit and inspection databases.</li> <li>• Prepare and review zoning certificates.</li> <li>• Submit reports to Municipal Property Assessment Corp., Statistics Canada, and Tarion.</li> </ul>	<ul style="list-style-type: none"> <li>• Inspection schedules are coordinated without delays.</li> <li>• Data in tracking systems is current and reliable.</li> <li>• Regulatory reporting is submitted on time.</li> <li>• Stakeholders receive accurate and complete documentation</li> </ul>
Planning	<ul style="list-style-type: none"> <li>• Conduct research and compile information on planning topics (zoning, consents, site plans, subdivisions).</li> <li>• Accept development applications and planning documents; complete related tasks (sign declarations, confirm conditions, generate response letters).</li> <li>• Review and process planning applications (OPAs, zoning amendments, consents, variances) in coordination with the County Planner.</li> <li>• Prepares zoning by-laws (e.g., "holding" designations, part lot control, deeming) in coordination with the Clerk.</li> <li>• Coordinate site plan approvals and prepare agreement.</li> <li>• Coordinate mapping and zoning updates in alignment with the Official Plan and Zoning By-law.</li> <li>• Prepare encroachment agreements and renewals.</li> </ul>	<ul style="list-style-type: none"> <li>• Planning documents are complete, accurate, and prepared in a timely manner.</li> <li>• Applications are processed efficiently and tracked through to completion.</li> <li>• Coordination with internal and external partners is effective and professional.</li> <li>• Zoning and mapping updates reflect current planning decisions and policies.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Liaise with staff during Official Plan and Comprehensive Zoning By-law reviews.</li> </ul>	
Administrative	<ul style="list-style-type: none"> <li>• Complete general administrative support responsibilities (e.g., correspondence, report writing, document generation, meeting coordination, budget preparation, financial tracking).</li> <li>• Maintain records and databases, including file management and permit/development tracking systems.</li> <li>• Update files in the Records Management System and assist with cataloguing and retention.</li> <li>• Support for the septic inspection program.</li> <li>• Update information on the municipal website.</li> <li>• Digitize new and existing development files to streamline workflow.</li> <li>• Update Zoning and Official Plan binders.</li> <li>• Comply with Township policies and procedures.</li> <li>• Perform other duties as assigned by management.</li> </ul>	<ul style="list-style-type: none"> <li>• Documents are accurate, timely, and professionally prepared.</li> <li>• Files and records are up to date, accessible, and compliant with retention policies.</li> <li>• Workflows are efficient and documentation is digitized and organized.</li> <li>• Website content is current and relevant.</li> <li>• Administrative tasks are completed proactively and accurately.</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Provide support to other departments as required.</li> <li>• Liaise with staff across departments regarding building, planning and development matters.</li> <li>• Participate in internal meetings, take minutes (e.g., development team, developer meetings).</li> </ul>	<ul style="list-style-type: none"> <li>• Team members feel supported and informed.</li> <li>• Communication between departments is clear and productive.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Share information and collaborate to support departmental and corporate goals.</li> <li>• May be assigned responsibilities in support of by-law enforcement functions, such as preparing correspondence, and assisting with file and records management, as required by the department.</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting documentation is accurate and distributed promptly.</li> <li>• Collaborative projects are completed smoothly and with shared accountability.</li> </ul>
Public Relations/Customer Service	<ul style="list-style-type: none"> <li>• Provide effective, courteous customer service to staff and the public.</li> <li>• Respond to front counter and phone inquiries related to building, zoning, permits, fees, and servicing.</li> <li>• Receive and document complaints or service requests and ensure appropriate follow-up.</li> <li>• Respond to inquiries related to planning, Official Plan, zoning, and development processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Customers and stakeholders receive prompt, respectful, and accurate responses.</li> <li>• Inquiries are resolved efficiently or referred appropriately.</li> <li>• Records of communications and follow-up actions are well documented.</li> <li>• Public satisfaction with service levels is high.</li> </ul>
Other related duties as assigned.		
Qualifications		
<b>Education:</b> <ul style="list-style-type: none"> <li>• Post secondary education in a related discipline i.e. public administration, geography, urban planning, office administration or GIS.</li> <li>• Successful completion of the following courses will be required within one (1) year of employment if not already obtained at the time of hire:</li> </ul>		

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- Introduction to Permit Administration – Ontario Building Officials Association (OBOA).
- Primer on Planning – Association of Municipal Clerks and Treasurers of Ontario (AMCTO).

### **Experience:**

- Two (2) years of experience in a municipal environment.
- Demonstrated experience with:
  - Planning or building permit processes
  - Interpreting zoning by-laws and official plans
  - Records and document management systems (e.g., Laserfiche)
  - Customer service and responding to public inquiries
  - Preparing reports, tracking applications, and coordinating meetings or communications
- An equivalent combination of education and experience may be considered.

### **Skills:**

- Working knowledge of Official Plans, Comprehensive Zoning By-Laws, and other relevant regulations and/or legislation would be considered an asset.
- Knowledge of planning principles, practices, procedures, standards, and relevant legislation.
- Previous experience using Geographical Information System (GIS).
- Well-developed organization and communication skills.
- Ability to work independently and take initiative.

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- Good interpersonal and customer service skills.
- Excellent interpersonal skills with the ability to deal courteously and effectively with the public, staff, and developers.
- A demonstrated work history that highlights teamwork and a positive attitude.
- Proficient in Microsoft Office (Word, Excel and Outlook).

### **Physical Effort & Working Conditions**

- Primarily working in an Office Environment.
- Using the computer and telephone to communicate with stakeholders.
- Addressing quickly changing priorities.
- Hours of work may include overtime and evening meetings.
- Time spent on the computer using a mouse and keyboard.
- Communication with a variety of stakeholders.
- Considerable time spent sitting at a workstation
- Ability to deal with stressful situations and customers
- Increased customer demands during peak hours
- Ability to work/connect with different people and different work styles

## The Township of Huron-Kinloss

Signatures/Approvals	Signature	Date
Incumbent:		
Department Head:		
Administrator:		

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.