

## Job Description

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|-------------------------------------|---------------------------------------------------------------------------------|
| <b>Working Title:</b>               | DEVELOPMENT ASSISTANT                                                           |
| <b>Position Type:</b>               | TEMPORARY                                                                       |
| <b>FTE (ie: 1.0, 0.5):</b>          | 1.0                                                                             |
| <b>Classification:</b>              | LEVEL 3                                                                         |
| <b>Division:</b>                    | PLANNING                                                                        |
| <b>Department:</b>                  | PLANNING AND INFRASTRUCTURE                                                     |
| <b>Reports To:</b>                  | DEVELOPMENT SUPERVISOR                                                          |
| <input type="checkbox"/>            | New Position                                                                    |
| <input checked="" type="checkbox"/> | Update of current position                                                      |
| <input type="checkbox"/>            | Significant changes (at least 50% of job has changed) – Job Evaluation required |

### SECTION 1: PURPOSE OF POSITION

Under the supervision of the Development Supervisor, this position is responsible for a variety of technical and administrative support work such as reviewing and issuing trade permits, initial review and screening for development and building permit applications, issuing permit services reports, and scheduling follow-up inspections. This position also supports and facilitates the business licensing process including mobile vendors. This position supports technical staff within the department in preparing and editing compliance certificates, correspondence and reports, maintenance of statistical data sheets and providing excellent customer service.

### SECTION 2: KEY RESPONSIBILITIES

| Time Percentage | Key Responsibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| 20%             | <b>Trade Permits</b> <ul style="list-style-type: none"> <li>Ensure permitting process is followed in accordance with the Safety Codes Act, Permit Regulations and the Town of Stony Plain Quality Management Plan.</li> <li>Receive and review permit applications in the gas, electrical, plumbing &amp; private sewage disciplines for completeness.</li> <li>Enter permits in permitting system, calculate fees, issue permits, and update statistical data sheets.</li> <li>Conduct follow-up on outstanding permit applications, information and inspections in accordance with the Safety Codes Act, Permit Regulations and the Town of Stony Plain Quality Management Plan.</li> <li>Reconcile monthly closed file report with returned permit files from contracted agency.</li> <li>Liaise with contracted inspection agency and Safety Codes Officers.</li> <li>Liaise with applicants, landowners and contractors.</li> </ul> |

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| 20% | <b>Development &amp; Building Permitting Support</b> <ul style="list-style-type: none"> <li>• Ensure permitting process is followed in accordance with the Municipal Government Act, Land Use Bylaw, Safety Codes Act, Permit Regulations and the Town of Stony Plain Quality Management Plan.</li> <li>• Receive and review permit applications for completeness, ensuring that all required documents have been provided.</li> <li>• Preliminary review of plot plans and construction drawings to calculate area and fees, and determine if additional permits or variances are required.</li> <li>• Enter permit application data and information in permitting system, record permit numbers on application, create file, and update statistical data sheets.</li> <li>• Enter issued permits, inspections, and permit service reports in permitting system when processes have been completed by the Safety Codes Officer.</li> <li>• Prepare correspondence and advertisements for development permits requiring notification.</li> <li>• Distribute permits, inspections, correspondence, and permit service reports to required parties.</li> <li>• Schedule inspections and maintain Safety Codes Officer's calendar.</li> <li>• Conduct follow-up with applicants on outstanding information, documents and inspections in accordance with the Municipal Government Act, Land Use Bylaw, Safety Codes Act, Permit Regulations and the Town of Stony Plain Quality Management Plan at all stages of the permitting process.</li> <li>• Maintain paper file while permits are active and electronically file all records when permits are closed.</li> <li>• Liaise with applicants, landowners and contractors.</li> <li>• Reconcile Safety Code Fees.</li> </ul> |
| 20% | <b>Administrative Support</b> <ul style="list-style-type: none"> <li>• Liaise with Development Officers, Safety Codes Officers, Engineers, and Managers, to refer inquiries, providing support, conducting research and follow-up where required.</li> <li>• Review Real Property Reports submitted for Land Use Compliance reports and prepare for signature.</li> <li>• Prepare, edit and forward correspondence prepared by Safety Codes Officers.</li> <li>• Assist in processing Planning applications (subdivisions &amp; bylaw amendments) in regard to referral notification, decision notices, advertisements, etc.</li> <li>• Assist with events and projects where required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 15% | <b>Business Licenses</b> <ul style="list-style-type: none"> <li>• Provide information in regard to the Business License Bylaw and Land Use Bylaw and the application process.</li> <li>• Accept and review business license applications for completeness, including mobile vendors.</li> <li>• Ensure applicable questionnaire (home occupation or land use) is completed by all resident business license applicants for review by Development Officer and Safety Codes Officer.</li> <li>• Advise applicants if licensing is required under other jurisdictions (Provincial).</li> <li>• Liaise with other Town departments regarding inquiries and process.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| 15% | <b>Customer Service</b> <ul style="list-style-type: none"> <li>Assist the public with information and application requirements in regard to permits, compliance reports, business licenses, and lot grading program.</li> <li>Receive and record inquiries and complaints, and forward to appropriate area.</li> <li>Direct incoming calls, messages, faxes, mail, and email to appropriate area.</li> <li>Calculate and process payment of fees.</li> </ul>                                                                                                                                                                                                                   |
| 10% | <b>Other Duties</b> <ul style="list-style-type: none"> <li>Assist with annual internal Safety Codes review and external Safety Codes Audit.</li> <li>Reconcile, apply, and print reports for daily cash receipts batch and prepare bank deposit.</li> <li>Other reasonable duties as assigned by department leadership.</li> <li>Commissioner for Oaths.</li> <li>Provide support for statistical reports for CMHC, Stats Canada and other agencies.</li> </ul> <p>Responsible to actively engage in the health and safety program and be held responsible for the health and safety duties and responsibilities as outlined in Element I of the Health and Safety Manual.</p> |

### SECTION 3: SUPERVISION OF OTHERS.

| Position Title | Direct                   | General                  |
|----------------|--------------------------|--------------------------|
| N/A            | <input type="checkbox"/> | <input type="checkbox"/> |

### SECTION 4: QUALIFICATIONS

#### Level of education and experience required:

- Post secondary education in Business Administration or similar discipline
- Minimum 3 – 5 years in an administrative role.
- Municipal government or development industry experience is preferred.
- Experience with land use planning, development or engineering is an asset.

#### Required designations, licenses, Certificates required:

- Applied Land Use Planning Certificate (preferred)
- Permit Issuers Course (to be completed upon employment with the Town)

#### Required Knowledge, Skills and Abilities:

- Familiarity with Municipal Government Act, statutory documents, Land Use Bylaws, Safety Codes Act and Permit Regulations.
- Strong interpersonal and communication (both verbal & written) skills.
- Highly organized with the ability to prioritize work and responsibilities.
- Extremely detailed oriented with the ability to conduct necessary research to qualify results with accuracy.
- Ability to adapt to varying workloads, multi-task, and deal with multiple work flow and inquiry requirements.
- Extensive customer service skills with the aptitude for problem solving and conflict resolution.
- Ability to read blueprints and to calculate lot and building dimensions.
- Accounting knowledge and math skills.
- Ability to operate a variety of office equipment.
- Ability and willingness to obtain additional training as required.

### Software/Technology

- Proficient knowledge of Microsoft Office.
- Knowledge of specialized software, such as electronic filing, permitting, and accounting/financial systems.

### PHYSICAL EFFORT

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <input checked="" type="checkbox"/> | Routine office environment. Limited physical effort. A variety of typical office requirements such as sitting, standing and walking. Limited physical effort. Limited intense visual concentration is required. Infrequent physical effort (lifting, bending, etc); Infrequent peaks of concentration are necessary for short periods from time to time (e.g. several minutes up to half an hour) Interruptions or distractions occur occasionally, but do not interfere with completion of quality of work as the nature of the work is highly repetitive and routine                                                                                                                                                                                                                                                                                                                                                                                                        |
| <input type="checkbox"/>            | Moderate physical effort, requires occasional lifting, bending, standing, climbing ladders, etc. Requires extended periods of standing or moving. Manual dexterity can include handling of items or tools of various sizes, sorting or manipulating small parts or materials or tools, where the pace of work can largely be controlled. Intense visual concentration is greater than 50% of the time. Moderate peaks of concentration (e.g. up to half day) are a typical, with some ability to control this by taking breaks from the task. Interruptions or distractions occur frequently and sometimes interfere with output quality or timeliness. Time pressures with the job are noticeable, but are not frequent or significant. May perform a moderate level of heavy physical activities (pulling, lifting, pushing heavy or awkward objects, etc). May require some specialized training and/or use of safety equipment.                                           |
| <input type="checkbox"/>            | Regular, frequent or sustained and considerable physical effort is required with limited opportunities to rest except at scheduled breaks. May require a degree of major physical effort over an extended period of time. Requires frequent or regular considerable moving, standing or heavy physical activities (e.g. lifting, moving, or pulling heavy awkward objects on a regular basis). Typically requires some specialized training (certifications, etc) and/or use of safety equipment. May also require personal protective equipment. Regular, frequent or sustained, and substantial peaks of concentration are a typical throughout the day. It may not be possible to take breaks from tasks due to time pressures and deadlines that often oblige continuation until task completed. Interruptions and distractions occur frequently, and often to significantly interfere with the ability to complete the task correctly/in timely manner and consistently. |

### WORK ENVIRONMENT

|                                     |                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Routine office environment. Limited exposure to disagreeable aspects such as noise, heat/cold, dust, fumes, etc                                                                                                                                                                                                                     |
| <input type="checkbox"/>            | Moderate exposure to disagreeable aspects of the work environment. The job may require occasional exposure, but is limited in terms of frequency, severity, and/or duration. May require some specialized training, and/or use of safety equipment.                                                                                 |
| <input type="checkbox"/>            | Considerable, frequent or ongoing exposure to disagreeable aspects of the work environment. The job requires regular exposure in terms of frequency, severity, and/or duration. Typically requires some specialized training (certifications, etc), and/or use of safety equipment. May also require personal protective equipment. |