

CITY OF HAMILTON

PLANNING & DEVELOPMENT DEPARTMENT

(BUILDING SERVICES – BUILDING ENGINEERING & ZONING SECTION - LOCATION - CITY HALL

BUILDING ENGINEERING AND ZONING SUPPORT ASSISTANT - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager of Engineering and Zoning, perform stenographic, clerical, and administrative support duties associated with the operations of the Engineering and Zoning Section.

GENERAL DUTIES

Provide support and administration services to the Building Engineering and Zoning section.

Maintain workflows for the review and issuance of building permit applications including: data entry building of applications into the AMANDA computer system, circulation of applications and correspondences to Building Engineer staff, administrative communication with applicants, collection and processing of fees, or releasing and mailing of issued permits.

Data entry and circulation of applications for Ontario Building Code (OBC) Review & Administration services including: Pre-consultation Meetings, Alternative Solutions, Applicable Law Review, Permit Extensions, or Permit Revisions.

Maintain work assignment lists, and complete daily employee absence scheduling and reporting.

Enter Action Requests into the AMANDA computer system for concerns related to Building Division services.

Attend section staff meetings and produce meeting minutes.

Maintain workflows and perform data entry in the AMANDA computer system for zoning bylaw compliance reviews of Planning Approval applications including: Site Plan control, Committee of Adjustment, Zoning Bylaw Amendment, Formal Consults, Heritage Permits, Subdivision and Condominium Agreements, and circulate to applicable Zoning Examiner.

Maintain the Zoning By-laws in the City of Hamilton tracking updates and changes, making appropriate text amendments and distributing updates to relevant staff.

Receive and answer telephone inquiries from the public, staff, other departments, contractors and other municipalities.

Maintain various section and office filing systems

Type and word process correspondence, minutes, documents, forms, and reports of a technical and confidential nature using dictated notes, dictating machine and copy.

Sort, process and distribute incoming and outgoing mail and faxes.

Schedule appointments and arrange meetings including the booking of facilities, catering and notification.

Compose routine correspondence, form letters, compile statistical data and develop macros.

Requisition and maintain inventory of office supplies and update equipment listings.

Maintain and update staff training records, telephone lists and other lists as required.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

Business office experience related to the duties above normally acquired through a combination of secretarial and administrative courses and relevant work experience.

Must have a good knowledge of Business English and office procedures normally gained in related experience in the routine and non-routine operations of a business office environment.

Must have a high level of accuracy and speed in preparation of written communication.

Must possess excellent computer skills with above average working knowledge of Microsoft Office Software (Word, Excel and Outlook).

Demonstrated ability and willingness to learn Corporate standard applications such as AMANDA and PeopleSoft.

Must be able to work independently and co-ordinate activities with other parts of the division and organization to promote smooth and efficient communications and information flow.

Good communication and organizational skills.

Must possess excellent interpersonal skills and the ability to relate to elected officials, peers, superiors and the general public with tact and professionalism.

Must possess initiative, good judgment and the ability to provide guidance and take a leadership role when necessary.

Keyboarding at 50 words per minute with accuracy.

SALARY:

Salary Grade F

HOURS:

35 per week

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES
AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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Job Description #: 2976