

Municipal Services Coordinator

Municipality of Brockton Task List



Summary: Reporting to the Building and Planning Manager/ CBO, the Municipal Services Coordinator will use strong organizational skills to work with Municipal Staff, Engineers, and many outside agencies and authorities to advance, track and document many development projects and conduct initial review. This employee will assist the Manager to guide and liaison with Developers to assist with intake throughout the Building and Planning process, assist with the preparation of site plan agreements, adherence to subdivision agreements for plans of subdivision, plans of condominiums and site plans and look for best practices for continual service improvements related to building and development. This position will also provide support and administration to the Fire Chief and Brockton Regional Training Centre.

Location: Brockton

Department: Building and Planning

Remote Work: This position is not eligible

Supervises: N/A

Class: Full-Time, 35 hours per week

Reports To: Building and Planning Manager/CBO

Last Updated: December 2022

Tasks:

Review and Process Administration

1. Respond to general inquiries and complaints from residents, applicants, developers, staff, and Council related to policy and zoning inquiries, urban design projects, and any other general inquiry.
2. Provide education and awareness of building and planning legislation, regulations, standards, by-laws and other applicable requirements.
3. Maintain detailed records of inquiries.
4. Maintain detailed records of development meetings.
5. Assist in office procedure, filing and records management to ensure efficient operation of the department.
6. Provide intake support to the department and complete review as required.
7. Liaise, consult and assist as required with Municipal Staff, Engineers, and many outside agencies and authorities, County Land Use Planners as required to conduct review, provide advice, and advance development projects.
8. Assist in the creation and implementation of development plans, programs, policy and procedure for carrying out the Municipality's general policies related to department matters.
9. Assist in developing policy for the consistent interpretation and administration of the department.
10. Assists in the development, administration, maintenance and monitoring or development agreements.
11. Performs as required on-site development inspections in all weather conditions to ensure compliance with regulations and the Municipalities Infrastructure Design standards and compliance to agreements.
12. Preparation of Council reports as required by the Manager.
13. Review and recommend comments to the Manager on planning application files.
14. Undertake detailed review and provide zoning compliance comments and site improvement comments for subdivisions, site plans etc.
15. Review and coordinate with applicants on the completion of consent conditions.
16. Engage with and manage timelines for external peer reviewers as required for various projects.

17. Assist in guiding development project through the various planning, design, construction phases and work with Municipal staff on coordination of departmental approvals required.
18. Respond to inquiries for as-built drawings to assist with site servicing as required.

Building Department

19. Will be the first point of contact for building and planning department to funnel inquiries appropriately.
20. Technical and working knowledge of legislation, regulations, codes of practice, bylaws and policies that affect municipal building services.
21. Provide building permit application intake services and reviews to ensure completeness of application at time of submission including collection of building permit fees.
22. Communicate and resolves inspection deficiencies with engineers, architects, owners and contractors.
23. Collects necessary permit fees and finalizes the permitting process and documentation.
24. Corresponds with contractors, developers, engineers, residents and staff on information requests.

Planning and Development

25. Supports the implementation of standard agreements with inclusion for specific amendments.
26. Serve as the intake staff person in the Site Plan and Subdivision Approval process including coordinating the staff review.
27. Respond to inquiries and matters related to the municipal zoning by-law.
28. Liaison with other agencies involved with the planning and development process including County of Bruce Planning and Saugeen Valley Conservation Authority.
29. Develops, implements and monitors systems to improve the processing of development applications.
30. Consolidate the municipal staff response to requests to comment by the County of Bruce Planning Department for Applications for Consent, Minor Variance, Official Plan Amendments, Zoning By-law Amendments and other planning matters.
31. Assists with compliance with the terms and conditions of Site Plan and Subdivision Agreements.
32. Coordinate and compile information for the five-year review of the Official Plan and Comprehensive Zoning By-law.
33. Supports quality, timely approval of development applications related to site plans, subdivisions and condominium plans and Official Plan amendments, zoning/by-law amendments, various applications and major planning studies (secondary plans).
34. Provides input to the Building and Planning Manager/CBO for the department budget. Exercises expenditure control in area(s) of responsibility.
35. Keeps informed on physical, social and economic conditions, developments, and trends and on pertinent legislation, by-laws, regulations, literature, through ongoing environmental scanning.
36. Responsible for sharing information and coordination between economic development staff to maximum development opportunity for interested parties locally.

Public Relations - Community Outreach

37. Maintain proactive public relations for the Building and Planning Department by handling and responding to resident, developers, service delivery inquiries and complaints in a timely manner.
38. Liaison with various approval agencies, engineering consultants, contractors, developers, outside agencies as required.
39. Develops and maintains a contact network with professionals in the field and counterparts in other municipalities.

Regional Training Centre Administration

40. Assist Director of Fire and Emergency Services in administering, promoting and scheduling courses for the Centre.
41. Performs general administrative duties related to the Centre including but not limited to general data entry, records keeping, compiles statistical data, composes letters, emails, memos and forms.
42. Provides quality customer service to Regional Training Center staff, instructors and students including answering complaints, questions, suggestions and inquiries.
43. Assist in assigning and coordinating instructors for the scheduled courses.
44. Assists in preparing and distributing course related material to the instructors and students.
45. Responsible for collecting and reconciling fees associated with the courses.
46. Responsible for the Centre's advertising and marketing and acts as website administrator for the Centre, posting website and social media content.
47. Responsible for arranging and scheduling proctors to assist with exam administration.
48. Tracks and monitors Centre inventory, arranges for purchase of items as required.
49. Assists the Director with administrative tasks of the department as assigned.

Other

50. Contributes to departmental goals and objectives and recommends new or improved ways to perform departmental functions.
51. Responsible for Records management with respect to department.
52. Assist in review and preparation of zoning compliance letters.
53. Complies with Municipality of Brockton policies and procedures.
54. Performs other tasks as assigned by management.

Education/Experience/Skills

1. Degree or diploma in planning, architecture or engineering, political science or experience in law an asset.
2. Full member of the Ontario Professional Planners Institute (OPPI) and the Canadian, Institute of Planners (CIP) or Registered Professional Planner (RPP) is considered an asset.
3. Minimum 2 years' related experience with a building or planning department, law firm or an engineering firm an asset.
4. Knowledge of Planning Act, Building Code Act, Ontario Building Code, applicable By-laws, Building and Zoning By-Laws.
5. Continued education and professional development to maintain knowledge of changing regulations.
6. Ability to read and interpret mapping, site plans, building plans, blueprints and construction drawings and specifications.
7. Demonstrated experience successfully managing a broad range of complex and high-profile development applications and projects with multidisciplinary issues and extensive community engagement.
8. Excellent interpersonal skills required to liaise, consult with, and provide information to a wide range of stakeholders through the formulation of policy documents and development application review processes.
9. Exceptional organizational, project management, interpersonal, oral, and written communication skills, with an ability to interact and provide guidance among the public, outside agencies and the private sector.
10. Strong word processing, spreadsheet, and database skills are required (preferably Microsoft Office Suite); familiarity with computer assisted mapping (GIS) software programs is an asset.
11. Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature, and to maintain confidentiality.

12. Ability to deal effectively and courteously in all aspects of the position; to work effectively at fostering good rapport and cooperative working relationships; and to champion the corporate mission and values.
13. Possess a valid Ontario Class G Driver's Licence in good standing.

Physical Effort and Working Conditions

1. Work is performed in a standard office environment with minimal exposure to hazards.
2. Work is performed in the field for site inspections with exposure to hazards.
3. Physical ability to perform on site inspections.
4. The mental effort requires a significant degree of concentration on a variety of activities and the processing and interpretation of information.
5. There are constant interruptions, deadlines and changes of priorities.
6. Certain problems to be addressed require the ability to research to solve.
7. Required to interact politely and effectively with internal and external stakeholders and to respond on behalf of the CAO and Building & Planning Manager/CBO to inquiries.
8. Hours of work are varied depending upon demand for services. Attendance at evening meetings or events will be required for this position.
9. Regularly required to prioritize variable workload.
10. Sustained manual dexterity is required to operate normal office equipment.