



The TOWNSHIP of
WAINFLEET
Internal/External Posting*

POSITION: ADMINISTRATIVE ASSISTANT – COMMUNITY AND DEVELOPMENT SERVICES (CDS)

POSITION SUMMARY: The *Administrative Assistant – Community and Development Services (CDS)* is a full-time position working in the Municipal Office under the direction of the *Manager of Community and Development Services*. The *Administrative Assistant (CDS)* primarily supports the Building Department while providing additional capacity for the Community and Development Services and Finance Departments, as well as the public, by providing financial, administrative, and clerical services to ensure effective, efficient administrative operations.

REMUNERATION: The starting wage rate shall be \$32.18/hour as per the CBA in effect.

START DATE: Immediate to fill vacancy

CORE DUTIES include:

- Provide consistently high level of customer service, guidance and clarification to customers via telephone, email and counter support
- Receives and reviews applications for building permits for completeness and accuracy
- Facilitates the collection of building permit fees, development charges, lot levies, and administrative fees, before permit issuance.
- Enters applications into Building Permit software and follows up on applications in progress.
- Generates reports and notices on permit activity for fiscal and legislative reporting purposes
- Prepares monthly activity reports to various government agencies, Council and Departments
- Maintains monthly and yearly records of permits issued and development activity.
- Maintains the Building Department website and the department's general email account
- Schedules Building Department and By-law officials, including inspections and meetings.
- Assists By-law enforcement through the maintenance of a complaint file database.
- Prepares and mails notice letters to residents
- Administers the Building Department's related invoicing and supply orders.
- Assists the front counter to greet, receive, direct or address inquiries from the public.
- Responds to public telephone inquiries and directs customers to the appropriate department.
- Provides cashier services and receives payments as required.
- Performs other related duties as assigned within the Community and Development Services Department and assists with the coordination of the administration of all land use planning applications and by-law enforcement issues as needed.
- Provides backup coverage to other departmental Administrative Assistants (i.e., breaks, vacation, sick leave, etc.), to ensure administrative continuity as needed.

QUALIFICATIONS:

- 3-5 years of municipal experience with a thorough knowledge of municipal operations and functions.
- Ability to read and understand plans, blueprints, building construction drawings and subdivision and site plan agreements. Familiarity with all types of building materials, construction and procedures.
- General knowledge of municipal zoning and property standards, By-laws, Planning Act, Tarion Warranty Corporation, Provincial Offences Act, and Occupational Health and Safety Act.
- Excellent computer skills utilizing various programs with a preference for Microsoft Office Suite of programs (Outlook, Word, Excel and PowerPoint), Internet, permitting and tracking systems or similar software.
- Superior time management, organization and communication skills.
- Excellent customer service skills, diplomacy and discretion are required.
- Ability to communicate effectively with all levels of staff and government, elected officials, consultants, builders, contractors, lawyers, developers, architects, the public and others in building industry organizations.

Qualified candidates are invited to submit a resume with a cover letter, in confidence, outlining how their relevant education, experience and achievements meet the above qualifications, to Lee Gudgeon, Manager of Human Resources, by 4 pm on Wednesday, July 1, 2026. Electronic applications will be accepted at <https://www.wainfleet.ca/en/town-hall/careers.aspx>, by email at careers@wainfleet.ca.

* **Please note:** External applicants will **only** be considered in the absence of qualified internal CUPE 1287-15 applicants.

The Township of Wainfleet is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Office of Human Resources at hr@wainfleet.ca if you need assistance. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.