



**THE CORPORATION OF THE COUNTY OF PRINCE EDWARD  
JOB OPPORTUNITY  
ENGINEERING DEVELOPMENT & WORKS  
APPLICATION COORDINATOR  
FILE #: 2018-33**

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The County of Prince Edward is an island community on the shores of Lake Ontario with a proud United Empire Loyalist heritage. Boasting beautiful beaches and a unique rural landscape, the County offers serene country living. Our strong agricultural roots, thriving tourism attractions, renowned regional cuisine, and growing wine industry combine to offer a unique and unmatched quality of life.

Our Human Resources Department is currently accepting applications for the position of **Application Coordinator**. Reporting to the Chief Building Official, this position is responsible to receive all development applications on behalf of Department for the purposes of determining completeness. The Application Coordinator will review plans submitted for small-building Building Permit applications for compliance with the Ontario Building Code Act, the Ontario Building Code, related municipal by-laws and other applicable laws.

The ideal candidate will possess the following:

- Three year Community College Diploma in Architectural Technology or equivalent.
- Substantive experience in a regulatory environment preferably in Building Code enforcement or direct experience in building design or construction.
- Within six (6) months from date of hire, successful completion of the following Ministry of Municipal Affairs & Housing Provincial qualification examinations for Legal Processes.
- Within 12 months from date of hire, successful completion of the Ministry of Municipal Affairs & Housing Provincial qualification examinations for Small Buildings.
- Completion of AMCTO's *Primer on Planning* is desirable.
- Demonstrated ability to work with Windows, word processing, spreadsheets, data bases, and graphics.
- Able to handle confidential information discreetly.
- Class G Driver's License in good standing and reliable vehicle to use on corporate business.

The current wage range for this position is \$24.89 to \$26.11 as per Band 7 of CUPE Local 2275's Collective Agreement. Compensation also includes a comprehensive benefit package and membership in OMERS. Please forward your application prior to **4:00 pm on July 13, 2018** to [careers@pecounty.on.ca](mailto:careers@pecounty.on.ca).

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 476-2148 ext. 1042.

The personal information being collected will be used in accordance with *The Municipal Act* and *The Municipal Freedom of Information and Protection of Privacy Act* and shall only be used in the selection of a suitable candidate.