



Currently accepting applications for the position of  
**Building Department Administrative Assistant**  
**Full-Time Position**

The Township of Mapleton is a vibrant rural and small urban municipality located at the north end of Wellington County which includes the settlement areas of Drayton, Moorefield, Alma, and Rothsay.

The Township is currently seeking applications for a Full-Time Building Department Administrative Assistant to join the Building Department. Reporting to the Chief Building Official at the Township of Mapleton, the Building Department Administrative Assistant acts as the first point of contact for the Building Department answering general information regarding building-related enquiries.

Primary duties of this position include, but are not limited to: scheduling site and building inspections, preliminary processing of permit applications and file preparation for permit issuance, as well as maintenance of Building Department documentation, such as permits and property files. Additionally, the position will be responsible for accepting all payments received and pertaining to the Building Department. This position will also be responsible for tracking Department data for various internal and external reporting requirements.

**The successful candidate shall possess:**

- Post-secondary education with additional courses related to business administration, building or equivalent combination of education and skills;
- Minimum 2 years clerical experience and relevant customer service experience, preferably in a municipal office setting;
- Strong organization and co-ordination skills;
- Excellent communication skills, both orally and written;
- Proficiency and experience with Microsoft Office Suite with strong knowledge of Word, Excel and Outlook.
- Ability to work independently;
- Familiarity with Ontario Building Code Act, Ontario Building Codes and municipal zoning by-laws is considered an asset;
- No criminal record that has not been granted a pardon (background check completed by municipality).

**Compensation:** The salary range for this position is \$29.76 to \$33.50 per hour plus a comprehensive benefit and pension package. Pay step will be based on the candidate's experience and certification. A complete job description can be found on our web site at [www.mapleton.ca](http://www.mapleton.ca).

**How to Apply:** Qualified and interested applicants are invited to send a cover letter and resume by email to [building@mapleton.ca](mailto:building@mapleton.ca) or by mail/in person to 7275 Sideroad 16, Drayton, ON. N0G 1P0

**Applicants are invited to submit the required information,  
no later than 12:00p.m., Friday, November 24 2023.**

**We thank all applicants, but only candidates selected for an interview will be contacted.**

*The Township of Mapleton is an equal opportunity employer.  
Accommodations are available for all parts of the recruitment process.  
Applicants need to make their needs known in advance.*

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.