



Employment Opportunity
Township of McNab/Braeside
Building & Planning Assistant (Full Time, Permanent)

The Township of McNab/Braeside is seeking a motivated, detail-oriented, and professional Building & Planning Assistant to join our team.

Reporting to the Chief Building Official (CBO), the Building & Planning Assistant provides critical administrative support to ensure the smooth operation of the department. This position manages planning and building applications, maintains records, prepares reports, and serves as the primary front-line contact for public inquiries, offering an excellent opportunity to support our growing community.

Key Responsibilities

- Coordinates planning and building applications via the Cloudpermit e-permitting platform and physical counter streams.
- Prepares background materials, records financial fees, and drafts correspondence for the CBO.
- Coordinates statutory public notices, website updates, and general front-counter inquiries.
- Digitizes, safeguards, and organizes sensitive or confidential municipal files.
- Regularly navigates competing administrative priorities and frequent operational interruptions.
- Maintains high data accuracy and strict legislative timelines while exercising tact and diplomacy to diffuse tense or confrontational public interactions.

Qualifications

The successful candidate will possess:

- Grade 12 diploma or equivalent; post-secondary education in Planning, Public Administration, or a related field is preferred.
- Minimum of one (1) year of municipal experience or related administrative experience.
- Basic working knowledge of the *Ontario Planning Act*, *Ontario Building Code*, and *Municipal Act*.
- Proficiency in Microsoft Office and digital document management systems; direct experience navigating Cloudpermit or similar e-permitting software is a strong asset.
- Exceptional communication skills with a proven track record of handling public complaints with emotional intelligence, discretion, and calm professionalism.
- High concentration skills and strong stress tolerance to manage statutory deadlines amidst ongoing distractions.

- Flexibility to occasionally adjust working hours to attend evening committee meetings.

Compensation:

Salary Grid: Group 4 - \$53,779.04-\$62,533.18 per annum.

The Township offers a comprehensive benefits package and OMERS pension plan.

Application Deadline:

Thursday, July 23, 2026, at 2:00 p.m.

Qualified candidates are invited to submit a cover letter and resume quoting "Building & Planning Assistant" to:

Mandy Cannon, Interim CAO/Clerk

Email: mcannon@mcnabbraside.com

A complete job description is available by visiting www.mcnabbraside.com.

We thank all candidates in advance, however, only those selected for an interview will be contacted. Personal information is collected pursuant to the Municipal Act, 2001 and will be retained under the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes and determining eligibility for employment. The Township of McNab/Braeside is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Accommodations are available upon request for candidates participating in all aspects of the recruitment process.