



Employment Opportunity

Development Services Analyst - Maternity Leave Contract – April 27, 2026, to Sept. 10, 2027

POSITION SUMMARY:

Intake and processing of all departmental permits and applications, guidance of applicants and the public through the various functions and approval requirements of the Department.

Specific duties include:

- Assist the public/contractors with the completion of building, planning, and other applications.
- Receive, review for completeness and process building permits, planning applications and other Township permits.
- Act as the initial contact person for building and planning-related inquiries
- Input information into the permit/application tracking software system.
- Create, maintain and track permit/application files to ensure ongoing permit requirements for inspections, fulfilment of conditions, and proper closure of files occur.
- Schedule building inspection requests.
- Coordinate the Township's Civic Addressing and Site Plan Control Follow-Up programs

Qualifications

- Two years of post-secondary education related to office administration, building and planning services or an equivalent combination of related experience.
- Sound knowledge and understanding of basic permit and application requirements and the interrelationship between the various approval functions of the Department.
- Knowledge and understanding of basic requirements of the Township's Zoning By-Law and Official Plan and the Ontario Building Code.
- Proficiency in Word, Excel and database management and GIS system experience is required.
- Able to establish effective working relationships with coworkers/public.
- Time management skills and the ability to prioritize deadlines.
- Customer service skills and the ability to manage difficult members of the public.
- Excellent oral and written communication skills and organizational skills are required.

Regular working hours are 35 hours per week, Monday to Friday, 9 am to 4:30 pm. The hourly wage range is \$31.48 to \$38.30 (2026 Grid, Level 4), commensurate with experience and qualifications.

Applicants interested in the position should send their resume with a cover letter no later than 4 p.m. on April 7, 2026, to:

Shellee Fournier, CAO
1439 County Road 8,
Delta, Ontario K0E 1G0
sfournier@rideaulakes.ca

We thank all applicants for their interest; however, only candidates to be interviewed will be contacted. 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. Rideau Lakes is an equal opportunity employer, committed to ensuring all candidates can participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.