



Summer Student, Building Services (Job # 2024-016-IE)

Department:	Development Services
Status:	Full Time, Seasonal (4-month contract)
Date Posted:	February 5, 2024
Date Closing:	February 29, 2024, 4:30 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours a week (May-August)
Salary:	\$17.95 - \$20.19 per hour

Position Purpose:

Reporting to the Chief Building Official, the student will assist Building Division staff to carry out tasks related to customer service and plans review. Duties include administrative tasks and providing support to the overall permit application process. The successful candidate is an energetic, motivated individual with excellent interpersonal skills who works well in a team environment. This position is funded by the Federal Government's "Canada Summer Jobs" program.

Allow your resume to stand out with experience working within a local government organization, while making a difference within the Stouffville community. Those joining the Town's Building Services team will have an opportunity to work amongst a dynamic group of peers and work on projects that have a direct and positive impact on the lives of the residents of Stouffville.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Qualifications and Requirements:

- Currently enrolled in a Community College in one of the following programs: Architectural Technician/Technology, Civil Engineering Technician/Technology or other related fields (preferred)
- Completion of a course in the Ontario Building Code, General Legal Process or House (preferred)
- Display attributes of politeness, conscientious work habits, and other positive character traits.
- Ability to work independently in a public service environment, act as a Provincial Offences Officer and conduct occasional inspections in a safe manner in accordance with the Occupational Health & Safety Act.
- Ability to deal effectively and courteously with the general public, staff, other government agencies, builders, contractors, suppliers and designers such as architects and engineers.
- Demonstrated computer literacy in a Microsoft Office environment utilizing word-processing, email, spreadsheets, database software, GIS, and the ability to use the internet as a research tool.
- Class 'G' Driver's License in good standing and reliable vehicle to use on occasional corporate business.

How to apply:

Please forward your resume in confidence by **February 29, 2024, at 4:30 p.m.**, identifying **Job # 2024-016-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.