



**Embracing the Future while
Remembering our Past**



Employment Opportunity

Building Inspection Services Board thru the Township of Stirling-Rawdon are seeking an energetic and motivated individual on a Contract Basis for the position Permit Clerk/Inspector from approximately May 1st, 2019 to October 31st, 2019.

Responsibilities Include:

- Receive building permit applications and ensure completeness
- Conduct inspections and plans examination
- Provide support to the Chief Building Official and Building Inspector

Qualifications:

- Successful completion of the Ministry of Municipal Affairs and Housing Examination program specifically General Legal and House
- Would be beneficial to have plumbing and septic
- Valid driver's licence in good standing
- Excellent verbal and written communication skills
- Customer Service skills including the ability to work effectively in a team environment
- Ability to handle matters of a confidential or sensitive nature and to maintain confidentiality
- Computer knowledge (Word, Excel, Outlook, PDF)

This position is a contract price of \$23,000 plus mileage and will be paid monthly. Interested applicants are invited to send a detailed resume and cover letter by no later than 4:30 p.m. Thursday, April 18th, 2019 to the CAO/Treasurer, Township of Stirling-Rawdon 2529 Stirling-Marmora Road Stirling, ON K0K 3E0 or email to cao-treasurer@stirling-rawdon.com.

We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted. Applicant information is collected in accordance with the Municipal Freedom of Information and Protection to Privacy Act and will be used only for candidate selection.