

Town of Caledon

make a difference



Job Title: Student, Building Services

Closing Date: February 28, 2020

Town of Caledon is a dynamic municipality that successfully balances urban, rural and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence. Come see how you can ***make a difference***.

POSITION OVERVIEW

Reporting directly to the Supervisor, Permits, the Building Services Student will assist with various permit, inspection and enforcement-related administrative tasks.

KEY DUTIES & RESPONSIBILITIES

Assisting with:

- The organization and conversation of paper files to electronic format
- File retrieval, filing, and routine disclosure requests
- Customer service inquiries on the phone, via email, or at the counter
- Acceptance of permit applications, including folder preparation and data entry
- Booking inspections

Additional duties:

- Develop, maintain and work to improve job related standard operating procedures
- Participate in all mandatory training requirements
- Perform additional duties and undertake special projects as assigned
- Be responsible to work in compliance with the Occupational Health and Safety Act and Regulations, the Town of Caledon Policies and Procedures, as well as established industry guidelines

SKILLS & QUALIFICATIONS

- Enrolled in a post-secondary program in Architectural Technology, Construction Engineering, or equivalent
- Be able to maintain a high level of confidentiality and sensitivity
- Be able to demonstrate exceptional customer service skills



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

- Have excellent verbal and written communication skills
- Have organization skill, attention to detail and a demonstrated ability to meet deadline

WORKING CONDITIONS

- General environment consists of standard office environment
- Physical activity involves regular movement (inc. sitting, standing); lifting to 25lbs
- Must be able to work after hours or when deemed necessary to meet deadlines and deal with urgent situations

The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact Human Resources at (905) 584-2272 Ext. 4738.

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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