

As Canada's fastest growing municipality (based on 2021 Census data), the Town of East Gwillimbury is located along Highway 404 in northern York Region and is as a premier center for growth within the GTA. We are proud of our award-winning focus on modernization, innovation, and creativity. Those joining Team EG will use that lens to help shape our growing community. As an Employee Recommended Workplace, employees enjoy a number of benefits including; competitive wages, employee assistance program, social and wellness committees, access to outdoor seating areas and numerous trails which allow you to enjoy the beauty of EG while at work. Come join our team and see the EG difference!

Reporting to the Chief Building Official, the Building Branch Student is responsible for providing general support to the Building Standards Branch in the Development Services Department.

Key responsibilities include assisting with front counter, email, and telephone enquiries, building permit processing, and digitization and organization of files. Other responsibilities include assisting residents with technical elements of permit applications and assisting staff with the coordination of building permit applications and inspection requests.

Preferred candidates will have a post-secondary education in the Architectural, Civil Engineering, or Building Science fields. The candidate is able to communicate effectively, professionally, and courteously with the public, elected officials, staff, other levels of government, and community organizations, both verbally and in writing. You also bring strong organization skills, the abilities to maintain confidentiality, prioritize, and multi-task. Computer literacy utilizing Microsoft Office Suite (Word, Outlook, Excel, PowerPoint), Chrome, and BlueBeam Revu are required.

This position will require in-office work which will be based on departmental requirements.

Hourly rate: \$16.35/hour

If you're looking for an opportunity that will enable you to contribute to a growing and inclusive community, please apply and submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

Deadline for applications is February 19, 2023

Please be advised that effective November 1, 2021, all staff (including full-time, part-time, seasonal, and contract) are required to be fully vaccinated with a Health Canada-approved COVID-19 vaccine.

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.