

Town of Caledon

make a difference



Job Title: Summer Student, Building Services

Closing Date: February 19, 2023, 11:59PM

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.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

Why Work a Summer with the Town?

- Apply learned knowledge and skills in a real-world setting
- Gain valuable field experience in your area of study
- Learn about municipal government structure and processes
- Earn competitive wages, and work full-time hours

The Opportunity

Reporting directly to the Supervisor, Building Services this role is responsible for a variety of technical and administrative duties within the Building Services Department. As the Summer Student, Building Services, you will perform the following duties, including but not limited to:

- Index and classify permits in database for immediate upload to AMANDA system.
- Monitor supply of all handouts and information at the service counter
- Provide assistance to the Clerk, Associates, Coordinator Building Services, as assigned and required
- Assists in performing preliminary review of all permit application submissions received through the building counter, ensuring submissions accepted are deemed complete and in accordance with the Building Code Act (BCA), Ontario Building Code (OBC), Town's By-laws and Town policies and procedures
- Work along with Plans Examination team for special projects as assigned



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

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

The Ideal Candidate

We are seeking an enthusiastic student who is returning in Fall 2023 to a post-secondary degree or diploma in Architectural Technology or a closely related field. Our ideal candidate understands the BCA and OBC, Town By-laws, Regional Governance and building permit application process.

The ideal candidate will have demonstrated the ability to exercise significant discretion and sensitivity. We are seeking an individual with superior interpersonal skills, demonstrated customer service excellence, and excellent written and verbal communication skills

This position offers a rate of pay of \$17.14 per hour, based on a 35-hour work week.

Satisfactory proof of schooling or return to school, may be requested.

New employees who commence employment on or after November 15, 2021 are required to be fully vaccinated against COVID-19, as a condition of employment. Being fully vaccinated is determined as the status of having received the full series of approved vaccines (both doses of a two dose vaccine series, one dose of a single dose vaccine series) and any additional doses required and approved by Health Canada and having satisfied the full post vaccination period required to ensure vaccination efficacy. The Town of Caledon reserves the right to request proof of vaccination at any time. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification. The requirement to be fully vaccinated is subject to the Ontario Human Rights Code.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services 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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