



Township of South Stormont Employment Opportunity

Position:	Building Technician OR Administrative Assistant (1 Position)
Department:	Building and Planning Department
Type:	Permanent, Full-Time (Non-Union)
Hours of Work:	35 Hour work week, Monday to Friday

If you're looking for a workplace that values teamwork, dedication, and growth, the Township of South Stormont is the place for you. Our employees are passionate about making a difference in our community, and we work together to provide professional and high-quality services. We're excited about improving processes, welcoming diversity, and encouraging new ideas and perspectives. With a supportive team and a positive work atmosphere, we encourage employees to build their skills through training and development. Additionally, we value work-life balance and offer flexibility to support our employees' needs. Join a team that cares about your success and well-being.

The Township of South Stormont is a diverse mix of rural and small urban communities in Eastern Ontario. Home to over 13,000 residents, the Township's unique history and location on the shores of the St. Lawrence Seaway offers a host of activities and lifestyle opportunities.

We are looking for a dynamic individual who wants to be part of a service-oriented team for the position of **Building Technician OR Administrative Assistant** for the Planning and Building Department. The **Building Technician OR Administrative Assistant** provides clerical and administrative support to the Department, including document preparation, handling of confidential files, records management, scheduling of meetings and assistance in budget preparation. They act as the primary front-facing member of the Department for purposes of fielding enquiries, scheduling inspections and performing administrative tasks for the Director and CBO. The Building Technician receives and reviews plans, specifications and other related documents associated with applications for building permits to ensure compliance with the Building Code Act, Building Code and relevant Municipal By-laws for the purpose of permit issuance.

Building Inspector Internship Program

Did you know - the Township of South Stormont was one of the first Ontario municipalities to establish its own Inspector Internship Program. By establishing our own program, we are permitted to retain and appoint one or more Intern Inspectors, who exercise the same powers and perform the same duties as an Inspector, but who are mentored and more closely supervised by the Chief Building Official and/or Deputy Chief Building Official. For further information, please consult the Township's [Inspector Internship Program Policy](#).

Compensation and Benefits

The Township of South Stormont strives to be an employer of choice for strong talent dedicated to serving our community, and offer the following:

- Flexible work schedules to support and nurture work-life balance;
- Competitive wages, the 2023 salary range for a qualified Building Technician is \$54,733 - \$66,614. The salary range for the position of Administrative Assistant is \$49,301 - \$60,003;
- Enrolment in Ontario Municipal Employees Retirement System (OMERS);
- Substantial internal and external training and development opportunities such as the Building Inspector Internship Program;
- Compassionate and caring organization that promotes and embraces a culture of health, safety and wellness;
- Strong commitment to providing and maintaining a psychologically safe workplace that is respectful, inclusive, and where all individuals are valued; and
- Paid vacation and personal days.

Application Process

Interested and qualified candidates are invited in confidence to submit their resume and cover letter online, please visit the Careers page of our website at www.southstormont.ca/careers. Copies of the job descriptions for the Building Technician and Administrative Assistant positions are available on our website.

Application Deadline: Friday, November 24, 2023 at 12:00 pm. Selected applicants may be subject to an interview process and skill testing to determine eligibility.

The Township of South Stormont is committed to creating and maintaining a workplace that is welcoming, inclusive, and barrier-free. Accommodations in accordance with the Ontario Human Rights Code and applicable legislation are available throughout all stages of the recruitment process. For accommodation during the application process, applicants are asked to make their needs known via email at jobs@southstormont.ca. Personal information collected under the authority of the Municipal Act and will be used to assess eligibility for potential employment. Questions about this collection of personal information should be directed to Human Resources.