

CO-OP EMPLOYMENT OPPORTUNITY

Building Department Student



The Town of Huntsville is a scenic tourist-based community located in Muskoka cottage country. With a population over 20,000, it is the largest community in the District of Muskoka and is fashioned as a vibrant and dynamic destination to live, work and play.

The Town of Huntsville is looking for an enthusiastic, customer service-oriented individual to complete their CO-OP placement within the Building department. Under the direction of the Manager of Building and By-law Services/Chief Building Official, the Building Student will coordinate and provide administrative and technical support for the building department for applications, zoning and other duties to support the building and planning departments as required.

The ideal candidate will be enrolled in a post-secondary program within the Architectural, Civil, Building Construction field OR enrolled at a trade school. Knowledge of the Building Code Act and building code, along with previous municipal or construction work experience, is an asset. The successful candidate must also be proficient in the use of MS Office applications such as Excel, PowerPoint and Word and able to learn the use of additional software applications in-use by the Town. A valid Class G driver's licence is also required.

The Town of Huntsville is committed to providing accommodations throughout the hiring process. If you require an accommodation we will work with you to meet your needs. Qualified applicants are invited to submit a cover letter and resume to the undersigned by April 5, 2024 @ 4 pm.

Human Resources Department
BUILDING DEPARTMENT CO-OP Competition
Town of Huntsville, 37 Main Street East
Huntsville, ON, P1H 1A1
hr@huntsville.ca

We appreciate all applications, however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes. The Corporation of the Town of Huntsville is an equal opportunity employer who is committed to diversity in the workplace.