









*Bracebridge is the place to live, work and play! As part of a growing, vibrant, and friendly community nestled in the heart of Muskoka, a world-famous region known for its lakes, rivers, beaches, parks and natural beauty, the Town of Bracebridge is seeking candidates for an exciting opportunity!*

**Summer Student – Building Services**  
**Contract Full-Time, Non-Union**

**What We Offer:**

Hourly rate of pay of \$17.85 – \$18.87, based on relevant qualifications and experience, plus:

<p><b>EMPLOYER-PAID BENEFITS</b></p> <p>Access to 24/7 confidential Employee and Family Assistance Programming</p> 	<p><b>4% PAID LIEU TIME</b></p> <p>4% will be added to each pay cheque in lieu of paid vacation time</p> 	<p><b>OPTIONAL ENROLLMENT IN OMERS PENSION</b></p> <p>OMERS defined benefit pension plan is designed to provide a reliable stream of income in retirement</p> 	<p><b>BUILD LASTING RELATIONSHIPS</b></p> <p>Work in a diverse team that has common goals.</p> 
<p><b>PERKS &amp; SAVINGS</b></p> <p>Save up to \$1,892 per year on daily essentials and key life events through our LifeWorks Perks and Savings Program</p> 	<p><b>LEARNING &amp; DEVELOPMENT</b></p> <p>Staff enjoy access to conferences, mentorship and learning opportunities</p> 	<p><b>INCLUSIVE &amp; RESPECTFUL WORKPLACE</b></p> <p>We are committed to fostering an inclusive and respectful workplace culture for all</p> 	<p><b>THE BEAUTY OF MUSKOKA</b></p> <p>Discover the beauty of Muskoka as you patrol Bracebridge and educate the public about Town by-laws.</p> 

Apply to this opportunity by **4:30 p.m. by April 5, 2024**, with your cover letter and resume, quoting File **2024-E-021** and your first and last name to: [humanresources@bracebridge.ca](mailto:humanresources@bracebridge.ca).

**What You Will Do:**

- Work collaboratively with other municipal staff on matters associated with interpretation and education of the Building Code Act, Property Standards By-law, and other municipal by-laws under the purview of the Planning and Development Department.
- Provide administrative assistance in support of the transition to digital building permit delivery.
- Assist in preparing communications materials (social media, online advertising, other promotions) to educate residents about by-laws and departmental programs.
- Conduct research, prepare reports, and provide input, recommendations and support for the creation and amendments to staff reports, policies, and by-laws.
- Answer inquiries from, and provide information to, members of the public.
- Undertake special projects and perform other duties as assigned in accordance with departmental or corporate objectives.

- Demonstrate a commitment to diversity, equity, and inclusion through continuous learning, modeling inclusive behaviours, and proactively managing bias.

This position reports to the Chief Building Official or designate and is expected to start May 13, 2024, and end August 30, 2024.

**We are looking for a team player who is enthusiastic, customer service focused and who has the following:**

- Ontario Secondary School Diploma, or equivalent, and currently enrolled in or graduating from an accredited university or college in the field of Building Services, or another related field.
- Prior related work experience in a municipal setting, an asset.
- Standard First Aid and CPR-C or willingness to become certified, an asset.
- Good working knowledge of the Occupational Health and Safety Act and WHMIS 2015, an asset.
- Excellent interpersonal skills including the ability to work effectively in a team environment and to exhibit courtesy, tact, and diplomacy in dealing with the public, department officials and other members of staff including the ability to use sound judgement in stressful situations. Able to adhere to confidentiality requirements at all times.
- Strong written and verbal communication, administrative, organizational, problem-solving, and time management skills. Possess the ability to obtain buy-in and provide information and de-escalation in potentially highly charged circumstances.
- Excellent knowledge of Microsoft Office software applications including Excel, Word, Outlook, PowerPoint, and SharePoint.
- A valid class "G" Ontario Driver's License in good standing with a current acceptable Driver's Abstract.
- Ability to provide a current and acceptable Criminal Record and Judicial Matters Police Record Check.

For more information about this job and the qualifications, view the job description on our [Employment and Volunteer Opportunities webpage](#).

*To learn more about the Town of Bracebridge and for other career opportunities, check out our [website](#).*

*We thank all who apply, however, only those candidates selected for an interview will be contacted.*

*The Town of Bracebridge is an Equal Opportunity Employer and is committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Questions regarding collection of information or accommodation should be directed to the Corporate Services Department at (705) 645-5264.*

*Personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25 and will be used to determine employment eligibility.*