



Student Municipal Building Official

People, Place, Prosperity

Working within our Strategic Plan, **Cambridge Connected**, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to help the City of Cambridge achieve our vision: A place for people to prosper – alive with opportunity.

Job Profile

The City of Cambridge has an opening for a Student Municipal Building Official, within the Building Services Division of the Planning and Growth Department.

What you will be doing

With respect to building systems for structures and mechanical systems (plumbing, heating) regulated by the Ontario Building Code, (Housing), duties include;

- Ensures the objective of structural safety, construction safety, fire safety, health, accessibility and the protection of buildings in order to protect the public from undue public health, hygiene and safety risks caused by improperly designed and constructed buildings.
- Checks, examines, certifies and processes for compliance; plans, permit applications, conditional permit applications. Issues building, plumbing, heating, conditional and change of use permits.
- Responds to counter for building inquiries, checks for complete building permit applications being submitted, reviews technical information and reports being submitted, and advises applicants on procedures and process to be completed.
- Assists with and answers general public complaints and requests for advice.
- Data entry of Building Permit Applications, plans examination information and other general information.

Education

Actively pursuing a college diploma or university degree in Construction/Architectural Technology or Similar.

Experience and Knowledge

- Working knowledge of Microsoft Word, Excel.
- Excellent communication skills, both written and verbal.
- Ability to work independently and in a team.
- Valid Ontario 'G2 or G' Driver's License with a clean abstract and access to a reliable vehicle for business purposes.

We will ask you for these items if you are hired

Proof of current or future enrolment in post-secondary education.

Worker Health and Safety Awareness Training certificate from the Ministry of Labour. (may be obtained post offer)

Valid G2 or G class driver's license.

Your compensation

The hourly rate of pay, based on the inside workers union's co-op grid, has an hourly range of \$18.75 - \$25.94 (2026 rates) per hour.

Hours of work

Hours of work are from Monday to Friday 8:30 am - 4:30 pm (35 hours per week).

Advertisement expiration date

To apply, submit your candidate profile and application through cityONE Careers, prior to February 14, 2026.

Accommodation needs and protection of privacy

The City of Cambridge recognizes and appreciates diversity and inclusion enhances our public value commitment.

We strive to create an accessible and inclusive experience and encourage all qualified people to apply, including and especially people from equity-deserving groups. Qualified applicants will receive consideration for employment with honour and respect toward their individual dimensions of diversity.

We strive to remove barriers that may prevent qualified applicants from fully participating in the recruitment and selection process. Accommodation in accordance with the Ontario Human Rights Code and other applicable legislation is available throughout all stages of the recruitment and selection process. Contact HRServices@Cambridge.ca to make your needs known in advance. For more information on our Employment Equity, please read our full [policy](#).

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the City of Cambridge only.