



THE CORPORATION OF THE CITY OF ST. THOMAS

Building Co-op Student
8 Month Term approx. January 2027 - August 2027
Planning & Building Services

Applications will be received until Friday October 30, 2026 at 11:59 p.m.

POSITION SUMMARY:

Under the general supervision of the Chief Building Official or designate, this temporary position assists Building Services, as required, in the administration and enforcement of provincial statutes and regulations applying to properties, including buildings, structures and their occupancy under their areas of responsibility, including but not limited to the Building Code Act, Building Code and Fire Code.

MAJOR TASKS:

Conduct site inspections in relation to issued permits to ensure the construction, use and condition is in conformity with approved drawings, applicable statutes, regulations and by-laws for all types of construction (residential) under their areas of responsibility.

Conduct plan examination of applications for permit to ensure the proposed construction and use is in conformity with applicable statutes, regulations and by-laws for residential, as qualifications allow.

Inform the Building Inspectors, as necessary, of any discrepancies discovered during plan examination or site inspection. If directed, request all necessary changes to plans, submissions and any other additional information as may be necessary while maintaining accurate records and database management.

Consult with permit applicants and the public with respect to the requirements of the Building Code (both technical and general) and departmental requirements as an aid in design, construction, and permit application processes.

Respond to complaints and inspect properties to ensure their use and condition is in conformity with applicable statutes, regulations and by-laws. Inform the Building Inspectors if there is a need to write and issue orders when a contravention is found and follow up as may be necessary.

Interpret and explain procedures of inspections and give verbal and written approvals for various stages of construction as completed.

Perform and record all necessary calculations and verifications as required for permit review, including verification of all applicable approvals from and in cooperation with various Ontario government ministries and in full compliance with applicable law.

Review approved plans for on-site inspection purposes.

Refer approved applications to the Chief Building Official for issuance.

Respond to written and verbal inquiries with respect to construction under areas of responsibility and issue certificates of compliance or non-compliance, if authorized.

Prepare and submit reports to the Chief Building Official in the manner and form prescribed.

Prepare and maintain data and records, both written and electronic, concerning all investigations, inspections, plan examinations and enforcement activities in a clear and concise manner consistent with the requirements of pertinent legislation, regulations and by-laws of the Corporation.

Attend seminars, workshops and training courses as required and/or approved.

This position must be compliant with all provisions of the Occupational Health and Safety Act, related to "Duties of a Worker."

Perform such other related duties as may be assigned.

PREFERRED QUALIFICATIONS:

Currently attending in a co-op program in a Building Science (Engineering, Architecture, Building, and/or Construction) field together. Related experience would be considered an asset. Skills within the following are considered an asset: Occupational Health & Safety Act, record management skills, Microsoft Office 365, effective organizational, time management and research skills, attention to detail. Must be capable of issuing clearly understandable written instructions, work as part of a team and develop cooperative and collaborative working relationships, customer service skills, as well as the ability to deal authoritatively, but politely with difficult customers. Must have the ability to work independently with minimal supervision. Must have physical capability to carry out duties with the position classification (i.e. climb ladders, walk over rough terrain, enter confined spaces). Must hold, or be able to acquire, valid First Aid and CPR certificates.

Rate of Pay: \$27.70 per hour (2027 rate), plus 4% vacation pay, working a 40-hour workweek. This is a CUPE Local 841 union position.

HOW TO APPLY:

Go to www.stthomas.ca – Employment, Employment Opportunities. Go to Posting Title and click the 'Apply Now' button. You may need to register/create a Login.

Please import/upload your COVER LETTER AND RESUME individually (i.e. pdf, word) and ensure you have attached all documents prior to submitting your application.

Note: You may be required to answer Qualification questions during the application process.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal Information on this application is collected under the authority of the Municipal Act., R.S.O. 2001, as amended, and will be used to determine eligibility and suitability for employment with the City of St. Thomas.

Our hiring process does not use artificial intelligence (AI) or automated decision-making tools. Applications are reviewed and evaluated by our hiring team.