



**THE CORPORATION OF THE MUNICIPALITY OF SOUTH HURON**  
322 Main Street South, PO Box 759, Exeter, ON N0M 1S6  
**PHONE: 519-235-0310 • FAX: 519-235-3304 • TOLL FREE: 1-877-204-0747**  
**WEBSITE: [www.southhuron.ca](http://www.southhuron.ca)**

## **Job Posting – Building and Planning Co-Op Student**

The Municipality of South Huron invites applications for the position of Building and Planning Co-Op Student. Under the direction of the Director of Building and Planning / Chief Building Official this position provides support to the Building and Planning Department with a variety of tasks, such as records management, and information gathering as well as participation in the review of permit applications and building inspections.

The ideal candidate should have the following knowledge and qualifications:

- Be enrolled in post secondary education in a Planning Program (Urban, Regional, Environmental, or Rural focus) OR
- Be enrolled in post secondary education and working towards obtaining the categories of: Small Buildings, Large Buildings, Building Structural, HVAC House, Plumbing All Buildings, Fire Protection, Building Services, On-site Sewage Systems, as defined under Division C Section 3.1 of the Ontario Building Code
- Working towards the Ministry of Municipal Affairs and Housing examination on General Legal/Process
- Working knowledge of the Building Code Act and Ontario Building Code
- Knowledge of the development application process and planning policy, including a basic understanding of the Planning Act and Provincial Policy Statement and applicable municipal planning tools (ex. Official plans, zoning by-laws)
- Knowledge of rural land use issues and planning is considered an asset
- Proficient in the following: Microsoft Office, Excel, Microsoft Teams as well as Cloudpermit and Bluebeam would be considered an asset.
- First Aid, CPR / AED Level C is considered an asset
- Maintain a valid Class G license with a clean divers abstract subject to the review of the Municipality

Working conditions:

Work involves working within an office environment, with off-site meetings and site visits in all types of weather and exposure to noise, on a regular basis. Work involves a high degree of public contact, as well as exposure to highly sensitive and confidential issues, which may be personal in nature.

This position requires long periods of sitting, as well as constant visual concentration on computer screens. Nature of the job includes potential exposure to harm, when working around heavy equipment, vehicles, tools, dust, smells, sharps, and hazardous chemical. Hours of work are scheduled within the core operating hours of 8:30am – 4:30pm, Monday through Friday.

Hourly Rate: \$25.72

A detailed job description is available by contacting [jfinkbeiner@southhuron.ca](mailto:jfinkbeiner@southhuron.ca) or by calling 519-235-0310 ext. 246.

Please submit your application no later than **4:30 PM on Friday, December 06, 2024** preferably by email to:

Justin Finkbeiner, Talent and Workforce Manager  
Municipality of South Huron  
322 Main Street South  
P.O. Box 759  
Exeter, ON N0M 1S6  
Email: [jfinkbeiner@southhuron.ca](mailto:jfinkbeiner@southhuron.ca)

We thank all applicants for their interest in this position; however, only those being considered for an interview will be contacted. Personal information is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act* and is used for candidate selection purposes only. Accommodations are available upon request for all parts of the recruitment process.