

Town of Caledon

make a difference



Job Title: Student, Building Services

Closing Date: February 28, 2025, 12:00 PM EST

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence. Come see how you can ***make a difference!***

Why Work a Summer with the Town?

- Apply learned knowledge and skills in a real-world setting
- Gain valuable field experience in your area of study
- Learn about municipal government structure and processes
- Earn competitive wages, and work full-time hours

The Opportunity

Reporting directly to the Supervisor, Building Services this role is responsible for a variety of technical and administrative duties within the Building Services Department. As the Summer Student, Building Services, you will perform the following duties, including but not limited to:

- Index and classify permits in database for immediate upload to AMANDA system.
- Monitor supply of all handouts and information at the service counter
- Provide assistance to the Clerk, Associates, Coordinator Building Services, as assigned and required
- Assists in performing preliminary review of all permit application submissions received through the building counter, ensuring submissions accepted are deemed complete and in accordance with the Building Code Act (BCA), Ontario Building Code (OBC), Town's By-laws and Town policies and procedures
- Work along with Plans Examination team for special projects as assigned

The Ideal Candidate

We are seeking an enthusiastic student who is returning in Fall 2025 to a post-secondary degree or diploma in Architectural Technology or a closely related field. Our ideal candidate understands the BCA and OBC, Town By-laws, Regional Governance and building permit application process.



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

The ideal candidate will have demonstrated the ability to exercise significant discretion and sensitivity. We are seeking an individual with superior interpersonal skills, demonstrated customer service excellence, and excellent written and verbal communication skills

This position offers a rate of pay of \$20.33 per hour, based on a 35-hour work week.

Satisfactory proof of schooling or return to school, may be requested.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **February 28, 2025 12:00PM EST.***

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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