



## **JOB DESCRIPTION**

The Corporation of the City of Orillia has an opening for the position of Building Summer Student in the Legislative, Building, Parking and Transit Services in the Development Services and Engineering Department for a period of 16 weeks.

## **DUTIES**

- Assist with general customer inquiries at counter and on phone.
- Review of building plans associated with building permit applications.
- Possible building inspections of small projects that have obtained building permits.
- Conduct maintenance inspections of existing septic systems.
- Research of municipal by-laws and proposing updates to existing by-laws.

## **QUALIFICATIONS**

- Currently enrolled in or recently completed a College or University Architectural Program.
- Strong computer skills including the use of Microsoft Office Suite.
- Must possess a valid class "G" Ontario driver's license with access to a reliable vehicle.
- Must supply own CSA Approved Safety Boots.
- Strong interpersonal and communications skills.
- Hours of work are from 8:30 a.m. to 4:30 p.m. Monday to Friday.
- A current and acceptable Criminal Record Check is required at the incumbent's expense prior to the employment commencement date.

This is a 16-week contract position beginning early May 2025. This position is required to be on-site in the City of Orillia with a combination of in office and field work. Compensation for this position is \$18.40 to \$18.96 per hour for 35 hours per week. Interested applicants are invited to apply by February 28, 2025 at noon.

**Applications will only be accepted by applying online. Please click the "Apply Now" button below.**

Note: The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25., and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, City of Orillia, 50 Andrew St. S., Orillia ON L3V 7T5.