



*Making life better in King*

**King is Hiring  
Building Division Student  
(May – August 2025)**

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Chief Building Official, the Building Division Student is responsible for the following:

- Assisting with front counter, email, and telephone enquiries, building permit processing, and digitization and organization of files.
- Assisting residents with technical elements of permit applications and assisting staff with the coordination of building permit applications and inspection requests.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- A minimum of one-year post-secondary education in the Architectural, Civil Engineering, or Building Science fields.
- The candidate is able to communicate effectively, professionally, and courteously with the public, elected officials, staff, other levels of government, and community organizations, both verbally and in writing.
- Strong organization skills, the abilities to maintain confidentiality, prioritize, and multi-task.
- Computer literacy utilizing Microsoft Office Suite (Word, Outlook, Excel, PowerPoint), Chrome, and BlueBeam Revu are required.

Conditions of Employment:

- This position will require in-office work which will be based on departmental requirements.
- Must be legally authorized to work in Canada.

Wage Rate: \$19.00 per hour

Qualified candidates are requested to forward their resume to [hr@king.ca](mailto:hr@king.ca) by **4:30 pm on April 22, 2025**  
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit [www.king.ca](http://www.king.ca) for full job description.

*We thank all applicants and advise that only those selected for an interview will be notified.*

*Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.*

*We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.*