

## TOWN OF CARLETON PLACE

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## EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking an individual to fill the position of Building Administrative Summer Student.

**Summary:** The Building Administrative Summer Student is responsible for assisting the Department with daily tasks. The student will have the ability to learn about the Ontario Building Code and the Act and how it relates to municipal government, the maintenance of an effective building permit file system, e-permitting, and the general day-to-day activities that are undertaken in a Municipal Building Department. This position would provide valuable experience to anyone looking to enter the Municipal environment in a Building Department.

### **Qualification/Experience:**

1. Attending college or university in programs related to administration, building sciences, or architecture. A BCIN qualified applicant with a Part 9 House qualification and/or General Legal qualification from the Ministry of Housing would be considered an asset
2. Experience working in an office would be considered an asset
3. Ability to work with technology i.e., computers, scanners, printers
4. Must have strong communication skills and the ability to follow direction
5. Must have strong organization skills
6. Must be able to maintain confidentiality, and
7. A Criminal Reference Check (valid to 6 months of employment).

The 2024 pay grid for the position is \$16.55, based on minimum wage, over 18 years of age, and the position is scheduled for 36.25-hour work week.

A detailed job description, for this position, can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca)

Qualified candidates are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Please be advised that the Town reserves the right to post its employment opportunities as open until filled. Resume reviews may begin immediately and continue until the posted position is filled and any position can be filled prior to the closing date. Applications must be received no later than 2:00 p.m., Wednesday, March 28, 2024, quoting "Building Administrative Summer Student" by mail: Town of Carleton Place, Attn Human Resources, 175 Bridge Street, Carleton Place, ON K7C 2V8 or email [hr@carletonplace.ca](mailto:hr@carletonplace.ca)

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

**TOWN OF CARLETON PLACE**  
**JOB DESCRIPTION**

<b>DEPARTMENT:</b>	Building Department
<b>DIVISION:</b>	Building
<b>JOB TITLE:</b>	Building Administrative Summer Student
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>PAY GRID:</b>	1
<b>SUPERVISOR:</b>	Chief Building Official
<b>REVISION DATE:</b>	March 2022

**POSITION SUMMARY:**

The Building Department is responsible for enforcing the Ontario Building Code Act, Ontario Building Code (OBC) and any policies, By-laws, and procedures. The Building Administrative Summer Student is responsible for assisting the Department with daily tasks. The student will have the ability to learn about the Ontario Building Code and the Act and how it relates to municipal government, the maintenance of an effective building permit file system, e-permitting, and the general day-to-day activities that are undertaken in a Municipal Building Department. This position would provide valuable experience to anyone looking to enter the Municipal environment in a Building Department.

**DUTIES AND RESPONSIBILITIES:**

1. Assists with the organization, digitization and filing of Building Department records.
2. Updates and uploads information in the Building Department Cloud system.
3. Assists staff with administrative duties including but not limited to:
  - a. File searches for permit information for compliance letters
  - b. Reviewing files for historic permit information
  - c. Reviewing files for Freedom of Information requests
  - d. Reviewing small building project code compliance items in the Ontario Building Code
  - e. Reviewing completeness of permit applications for small projects

The above generally describes the duties involved with the position. However, municipal work is varied in nature, employees will be required to perform duties in addition to the above from time to time as directed by the Chief Building Official. A candidate with considerable Building Code Identification Number (BCIN) qualifications and valid technical experience may be introduced to further technical Building Code-based assessments under the direct supervision of the Chief Building Official.

**POSITION REQUIREMENTS:****EDUCATIONAL REQUIREMENTS:**

Attending college or university in programs related to administration, building sciences, or architecture. A BCIN qualified applicant with a Part 9 House qualification and/or General Legal qualification from the Ministry of Housing would be considered an asset.

**EXPERIENCE:**

Experience working in an office would be considered an asset.

**SKILLS AND COMPETENCIES:**

1. Proficient computer skills and working knowledge of various computer software applications including Microsoft Office Suite and Adobe.
2. Experience with the Ontario Building Code would be considered an asset.
3. Ability to read and interpret architectural plans would be considered an asset.
4. Ability to work with technology i.e. computers, scanners, printers
5. Must have strong communication skills and the ability to follow direction
6. Must have a pleasant disposition and a can-do attitude
7. Must have strong organization skills
8. Must be respectful, courteous, and tactful in dealing with staff and the public
9. Must be able to maintain confidentiality.

**WORKING CONDITIONS:**

This position is scheduled to work regular 36.25 hours per week in an office environment. However, on occasion, some additional work outside of regular office hours may be required to complete special requests or projects.

**PHYSICAL DEMANDS:**

Repetitive physical actions: sitting, standing and regular movement with choice; use of standard office equipment; light lifting of office materials; moderate visual demands involve reading; exposure to background noise.

**ENVIRONMENTAL CONDITIONS:**

The position may have to serve several people at one time and frequent interruptions may be common. The environment may be busy, noisy, often dealing with several requests by staff during short intervals of time. The employee must be a good communicator and be able to manage various issues with staff and the public.

**SENSORY DEMANDS:**

The position requires the frequent use of a computer, photocopiers, printers and other like office equipment.

**MENTAL DEMANDS:**

Minor stress generated by distractions, interruptions, deadlines, and conflicting demands. Occasional exposure to difficult customers. The employee must be able to manage potential conflicts that can occur between parties due to the nature of the office work. It may be necessary to manage a number of requests and tasks at one time and to deal with tight deadlines while accommodating unplanned interruptions. Excellent organization and time sensitive skills will be needed to complete some required tasks.

#### **SAFETY:**

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town's Safety Policy and understand their:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

#### **WORKING RELATIONSHIPS:**

<b>INTERNAL</b>	Department Head, Chief Building Official, Plans Examiner, Inspectors, Support Staff.
<b>EXTERNAL</b>	General Public and Trades