



2022 STUDENT VACANCY POSTING

	<p>EMPLOYEE GROUP: CUPE</p> <p>Hours worked per week: up to 35</p>
<p>Position: Student Assistant, Building Controls</p> <p>Grade: Student 2</p> <p>Wage Rate: \$15.785 / hour (October 2021)</p>	<p>Department / Division: Community & Development Services / Building & Municipal Enforcement Services</p>

DIVISION OVERVIEW:

The Building & Municipal Enforcement Services Division's role is to ensure building code compliance for the health and safety of County residents and to enforce by-laws and implement programs that protect persons and property from a "public good" perspective. The Division focuses on assisting contractors and property owners as an educational resource and support in the growth in our Community.

Building Division responsibilities include:

- receiving electronic building permit applications through CityView and review check list for receipt of building documents such as construction drawings, supplementary permit applications
- Provide support to the Building Inspectors, administrative assistant, Supervisor and Manager as may be required from time to time
- Provide support and back up for the Building Technicians, as may be required from time to time
- Issue electronic building permit
- Assist residents and customers with CityView Portal
- ensuring compliance with the Ontario Building Code
- providing encouragement and guidance to the building industry

EDUCATION & EXPERIENCE:

- Must be enrolled in post secondary education and returning to school on a full-time basis September.

Accountabilities / Tasks

Include, but are not limited to, the following:

- Receiving electronic building permit applications through CityView and review check list for receipt of building documents such as construction drawings, supplementary permit applications.
- Provide support to the Building Inspectors, administrative assistant, Supervisor and Manager as may be required from time to time.
- Provide support and back up for the Building Technicians, as may be required from time to time. Issue electronic building permit.
- Assist residents and customers with CityView Portal.
- Assist in preparing documents for MPAC review.
- Other day to day Building Division administration needs.p
- Ensure compliance with the Ontario Building Code.

- Provide encouragement and guidance to the building industry.

All Haldimand County employees are expected to:

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:

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| - a current (within the past 6 months) Police Check | NO |
| - COVID-19 vaccine (must be fully vaccinated) | YES |

AN EQUAL OPPORTUNITY EMPLOYER

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.