

JOIN OUR TEAM!



THE ROLE

Co-op Student Assistant, Building Services

This is a temporary full-time role at the County. The hourly compensation for this role is \$18.205.

THE OPPORTUNITY

We are seeking a detail orientated student for this exciting summer opportunity! Within the role of the Co-op Student Assistant, Building Services you will take on a crucial role in assisting with building permit applications, by receiving, reviewing, and ensuring completeness of required documentation. You will also have the opportunity to make a real impact by providing guidance and build positive relationships in the dynamic building industry.

If you want to make a difference and learn more about Building Services in your local community, apply today to become an essential part of the Haldimand County Team!

THE PERKS

- Lieu of Vacation
- Defined Benefit Pension
- Business Casual Workplace
- Wellness Programs
- Safe & Friendly Work Culture
- Emotional & Teambuilding Supports
- Career Growth
- Networking Opportunities



- Enrolled in post-secondary education related to discipline
- Returning in September full-time



- No prior experience required



- Active Learning
- Self-Direction
- Interpersonal Communication

THE COUNTY

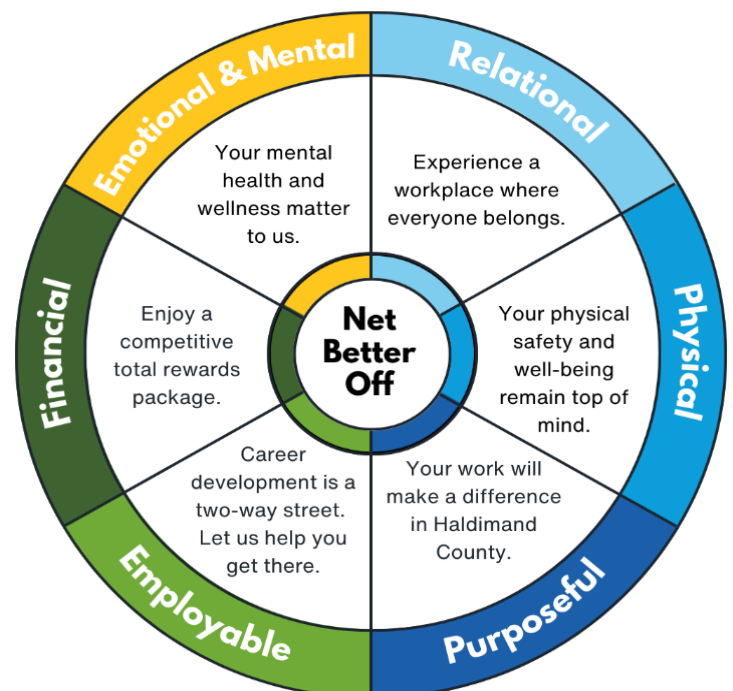
Haldimand County is committed to providing valuable work experience for students - without having to leave your community. Student positions are designed to provide leadership opportunities with future room for growth. With a focus on excellence, our county stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding experience where we prioritize the skills to help you grow.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive workplace.

THE NEXT STEPS

If this sounds like you, please submit your application online at www.haldimandcounty.ca/careers.

This posting closes on **May 2, 2024 at 4:30 p.m.** Visit our careers page for more opportunities.



JOB DESCRIPTION



Co-op Student Assistant, Building Services

POSTING #: CUPE-2024-17 POSTING PERIOD: April 18 – May 2, 2024	Employer Group: CUPE Local 4700 (Haldimand) Reporting To: Supervisor, Building & Municipal Enforcement
Grade: Student 2 Wage Per Hour: \$18.205/per hr (October 2023)	Position Status: Temporary Full-Time Hours Worked Per Week: Up to 35 hours Location: Haldimand County Administration Building

CORE COMPETENCIES:

Active Learning | Self- Direction | Interpersonal Communication

POSITION & DIVISION SUMMARY:

The Building Division is seeking a candidate for a role in assisting with electronic building permit applications via CityView, customer service and general administrative assistance. The primary responsibilities include receiving and reviewing documentation and checklists for the submission of essential building documents. This position will involve offering guidance and fostering positive relationships within the building industry, all within the defined scope of responsibilities.

QUALIFICATIONS, KNOWLEDGE & SKILLS

Education

- Must be enrolled in post- secondary education Architectural Technology – Design or Construction Co-op Program.

Experience

- No prior experience required however experience or education related to the core discipline (Architectural Technology Design or Construction) is considered an asset.

Knowledge/Skills

- Technology Aptitude:
 - Demonstrated fundamental computer skills to perform basic tasks on various technological devices and programs while adhering to cybersecurity and an awareness of best practices.
 - Beginners knowledge of MS Office (Word, Excel, Outlook, PowerPoint).

RESPONSIBILITIES

The incumbent is expected to, but not limited to:

People

Provide proficient and accurate customer service to the public.

- Administrative Duties
 - Receiving electronic building permit applications through CityView, review check lists for receipt of required building documents.

- Assist with routine disclosure process and preparing MPAC agreement requirements
 - Assist with phone calls, monitoring division email mailbox and counter back up.
 - Assist in preparing documents for MPAC review.
 - Assist with issuance of electronic building permits.
 - Assist with the digitalization and organization of documents.
- Support & Assistance
 - Provide support to the Building Inspectors, Administrative Assistant, Supervisor and Manager as required.
 - Assist with Front Counter back- up and public with the CityView portal application process
 - Offer support and back up for the Building Technicians, as required.
 - Assist residents and customers with Cityview Portal.
 - Other daily Building Division administration needs.
 - Offer encouragement and guidance to the building industry.
 - Offer assistance with special projects and research

Demonstrate commitment to the Haldimand County Code of Conduct.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at hrhelpdesk@HaldimandCounty.on.ca.

We thank you for your interest in working for Haldimand County.