



The Township of Wellesley Building Department will be accepting applications for a temporary contract Summer Student position. (May 6<sup>th</sup> – August 30th)

**Duties will include:**

- Meet with customers to assist in expediting permit applications.
- Distribute Building Permits including the collection of fees and processing of issued building permits.
- Assist department with electronic and manual filing as required.
- Advance required tracking of historic tertiary septic systems as identified in Part 8 of the OBC.
- Provide assistance as an initial point of contact in response to customers / permit applicants.
- Assist with creation of tracking efficiencies within the building department including BlueBeam applications and GIS mapping.

**Minimum Requirements:**

- Completion of min. 1<sup>st</sup> year of Architectural / Construction Engineering Technology at College level or Engineering at University level.
- Ability to interpret Codes, By-Laws and working (construction) drawings, with a basic understanding of the Ontario Building Code Act, Ontario Building Code and Municipal By-Laws.
- Ability to write reports and letters effectively.
- Candidate must possess excellent computer, communication and customer service skills.

**Hours of work:** 35 hours per week, 9:00 am to 4:30 pm.

**Compensation:** \$18.94 + COLA

Qualified candidates may submit a detailed resume in confidence to the Township by **4:00 p.m., Friday, March 1, 2019.**

Attention: **Grace Kosch, Clerk**

**E-Mail:** [gkosch@wellesley.ca](mailto:gkosch@wellesley.ca) (preferred)

**Mail:**

Township of Wellesley  
4639 Lobsinger Line  
St Clements, Ontario N0B 2M0

**Fax:** (519) 699 4540

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Township of Wellesley is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the municipality of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially. Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate.