



## **Building & Planning Co-op Student**

### **Duration: May – August or May – December**

**Job Posting: 08-2019**

**Posted: January 28, 2019**

<b>Duties</b>	<ul style="list-style-type: none"><li>• Attends to counter, answers phone regarding inquiries.</li><li>• Accepts building permit applications.</li><li>• Reviews small projects (decks, sheds, etc.) for compliance with the Ontario Building Code.</li><li>• Enters data as required.</li><li>• Records management.</li><li>• Updates information.</li><li>• Other duties as assigned.</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Completion of 2nd Year as an Architectural, Engineering, or Construction Technology program College Student.</li><li>• Please be advised that the City of Stratford will conduct background screenings prior to commencing employment.</li></ul>
<b>Department/Division</b>	<b>Infrastructure &amp; Development Services/Development Services</b>
<b>Hourly Rate</b>	\$14.15 - \$15.00
<b>Closing Date/Time</b>	<b>Friday February 8, 2019 @ 4:30 pm</b>

**To apply for this position:**

- Please submit a resume, clearly outlining your qualifications and experience, and quoting the job posting number.
- Applications can be submitted by email to [hr@stratfordcanada.ca](mailto:hr@stratfordcanada.ca). Please do not submit duplicates.
- Please include the Job Posting Number in the message subject line. Attachments should be in Microsoft Word or PDF format.

**Accommodations** are available for people with disabilities for all aspects of the recruitment process.

Applicants should make their needs known in advance.

While we appreciate all applications received, only those selected for an interview will be contacted.

Personal information collected in response to this advertisement is collected under the authority of the Municipal Act, 2001 to determine eligibility for employment with the City of Stratford. Please direct inquiries to the Human Resources Department at 519-271-0250 x 274.