



Come for a visit. Stay for a lifestyle.

Trent Hills is a vibrant and growing community with a population of 13,000 that is located on the Trent Severn Waterway amongst the rolling hills of Northumberland County. Trent Hills is looking to add to its team and invites applications for the summer student position of:

Building/By-Law Assistant

Contract, full-time

May 5, 2025 – August 29, 2025

Hourly rate: \$18.00 – 35 hours per week

Reporting to the Chief Building Official, the Building/By-Law Assistant summer student is required to provide effective and efficient administrative and customer service and is required to perform various duties as assigned.

By effectively building positive rapport and relationships both internally and externally, the Building/By-Law Assistant summer student will help us achieve our mission that together we deliver services that make a difference in our community.

Duties and Key Responsibilities:

- Job shadow with full-time staff during inspections and investigations;
- Prepare daily detailed diary of activities, investigations, complaints and contacts.
- Review and research by-laws; recommend and prepare amendments and updates when directed.
- Review recent changes to applicable laws and regulations;
- Prepare communications, memos, minutes, etc.;
- Review Department files and ensure compliance with Municipal Records System;
- Data analysis; and
- Other duties as assigned.

Who You Are

Our Building/By-Law team is looking for a self-motivated, solutions-oriented team member. You convey your thoughts clearly and concisely. You listen attentively and ask questions for clarification and understanding. Using sound judgment, you demonstrate tact, diplomacy and sound discretion.

You're always happy to learn new things and to help build a working environment that encourages and cultivates new ideas. You foster a collaborative team environment among co-workers, and work well both independently and as part of a team.

Eligibility and Qualifications:

- Related post-secondary education is preferred;
- Full-time enrollment at an educational institution during preceding academic year;
- Will be returning to full-time enrollment at an educational institution for upcoming academic year;
- Relevant experience and knowledge in building and by-law;
- Demonstrated proficiency with computer software including Microsoft Office (Word, Excel, Access, PowerPoint, Publisher and Outlook);
- Valid Class G Driver's License with a clean abstract;

- Must provide own CSA approved safety footwear;
- First Aid and CPR certification;
- WHMIS certification;
- Demonstrated public relations skills.

This position starts full-time in May and is intended for a student enrolled in post-secondary education in a related field.

If you wish to apply for more than one job, please apply to each position individually and clearly outline the position you are applying to.

How to Apply:

Applications will be received until **2:00 p.m. on Thursday, January 30, 2025**. Please submit covering letter, resume and a 3-year uncertified driver's abstract to:

Kari Petherick, Coordinator of Human Resources
Municipality of Trent Hills
P.O. Box 1030, 66 Front Street S
Campbellford, ON K0L 1L0
Telephone: (705) 653-1900 ext. 225
kari.petherick@trenthills.ca

The Municipality of Trent Hills is an equal opportunity employer that is committed to inclusive barrier-free recruitment and selection processes. We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Please let us know if you require accommodation at any time during the recruitment process. We thank all applicants who apply but advise that only those selected for an interview will be contacted.



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Position: Building/By-Law Assistant
Department: Planning and Development
Reports to: Chief Building Official

Position Summary:

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By effectively building positive rapport and relationships both internally and externally, the Building/By-Law Assistant summer student will help us achieve our mission that together we deliver services that make a difference in our community.

Duties and Key Responsibilities:

Reporting to, and under the direction of the Chief Building Official, the Building/By-Law Assistant summer student may be responsible for some or all of the following:

- Job shadow with full-time staff during inspections and investigations;
- Prepare daily detailed diary of activities, investigations, complaints and contacts.
- Review and research by-laws; recommend and prepare amendments and updates when directed.
- Review recent changes to applicable laws and regulations;
- Prepare communications, memos, minutes, etc.;
- Review Department files and ensure compliance with Municipal Records System;
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- First Aid and CPR certification;
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Acknowledgement

Employee Signature: _____

Date: _____