



JOIN OUR TEAM

Building Student

Working for City of Thorold

By joining the City of Thorold team, you will be choosing to become part of the fastest growing municipality in the beautiful Niagara region. Working with us means a supportive and collaborative team environment. We invest in our people and prioritize creating opportunities for our employees to learn and grow in their roles.

Primary Function

Under the supervision of the Manager of Building Services, the Building Student provides excellent customer service and administrative support to the Building Division.

Duties and Responsibilities

- Working with the Building Clerk and Development Services Technician, to act as a principle point of contact for the Building Division by receiving phone, email and in-person enquiries and directing to appropriate Building Division staff.
- Assist building staff with data entry including creation and maintenance of building permit files in the permit database.
- Assist with converting permit applications and documents into digital or hard copy formats as necessary.
- Monitor, maintain and assist with updating Building Division information booklets and website information.
- Assist with scheduling Building Division meetings and appointments as required.
- File retrieve and maintain a variety of office records, in accordance with established records retention policies.
- Interact with the public in a professional manner, even in confrontational or volatile situations.
- Maintain a professional appearance and demeanor at all times while representing the City of Thorold.
- Shadow plans examiners and building inspectors in performance of duties.
- Provide general clerical support to the Manager of Building Services.
- Other duties as assigned.

Education/Experience

- Completion of the first year of an accredited post secondary construction related program
- Experience in the construction industry or similar experience in building inspections and / or by-law enforcement considered an asset.
- Knowledge of the Ontario Building Code, Building Code Act, Ontario Fire Code and Occupational Health and Safety Act.
- Capability to work in a fast paced, multi-tasking environment.
- Ability to work both independently and as part of a team.
- Excellent verbal and written communication skills.
- Outstanding attention to detail.

- Ability to exhibit a positive and professional attitude at all times.
- General knowledge of routine office procedures, practices and equipment.
- Superior organization and time management skills.
- Knowledge of Microsoft Office Suite products and computer hardware and software applications including spreadsheet and database programs.
- Sound interpersonal and conflict resolution skills.
- Must be attending college or university (part time or full time) in September 2025 and will be required to provide proof of registration from the educational institution.

Conditions of Employment

Required to work under the general supervision of the Manager of Building Services in an office, involving mental and visual concentration with frequent interruptions. Occasionally to attend site inspections with Building Inspectors. Some overtime may be required. Good verbal and written communication skills required. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein.

Location: Development Services

Rate of pay: \$20.00 per hour

Position Type: Full time temporary, beginning in May until end of August

Hours of Work: 35 hours per week, Monday to Friday.

To apply, please submit resume to hr@thorold.ca and clearly indicate the position in which you are applying for in the subject line of the email. This position will remain posted until filled.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human rights code, the City will provide accommodation to applicants with disabilities throughout the recruitment, selection and/or assessment process.

If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require. Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.