



## Student - Building Inspector Assistant

Summer 2025  
Competition #2025-01

The Township of Georgian Bay is a growing water-based community located in the District of Muskoka along the eastern shore of beautiful Georgian Bay. We have a multitude of inland lakes, are a gateway to the world-famous 30,000 Islands and the access point to Georgian Bay Islands National Park. Steeped in history, our cultural roots are an important part of our community.

The Township has a permanent resident population of approximately 3,500 and an additional seasonal population of around 17,500. The municipal office is located in Port Severn which is a short commute from Barrie, Midland, Orillia, Parry Sound, and surrounding areas. Read our [Community Profile](#) to learn more about the Township.

**Overview:** We are looking for a Building Inspector Assistant to join our team from May – September 2025. Reporting to the Chief Building Official, you will assist the Building Inspectors with onsite inspections, perform administrative duties such as completing inspection reports, data entry, building permit intake, records management, and more.

This position is based out of Port Severn but will require travel throughout the Township, including Honey Harbour and Mactier. Travel by boat will be required for inspections at water access only properties. The selected candidate must provide their own CSA approved safety footwear upon hire.

### **Knowledge/experience:**

- Currently enrolled or recently graduated from a post-secondary education program such as Engineering Technology, Environmental Studies, or a related field of study would be an asset.
- Current Ontario Class G Drivers Licence.
- Boat Operator Licence and knowledge of Georgian Bay waterways would be an asset.
- Good computer skills including proficiency with Microsoft Office Suite.
- Excellent public relations and interpersonal skills to deal courteously with the public.

**Wage rate:** \$19.20 per hour, based on a 35-hour workweek, Monday to Friday. This temporary position will run from May 12<sup>th</sup> to August 29<sup>th</sup>, 2025.

Interested individuals are asked to forward their resume and cover letter no later than **4:00 p.m. on January 17<sup>th</sup>, 2025**, to the Human Resources Department by **email** [jobs@gbtownship.ca](mailto:jobs@gbtownship.ca)

The Township of Georgian Bay is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest in the Township of Georgian Bay; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Privacy Protection Act, all information collected under the authority of the Municipal Act, 2001, will be used only during the selection process for the subject of posting.