



## LEGISLATIVE SERVICES/BUILDING DEPARTMENT SUMMER STUDENT POSITION

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The Municipality of Arran-Elderslie invites qualified applicants for the position of **Legislative Services (Clerk's Department)/Building Services Summer Student**.

Reporting to the Manager of Legislative Services and the Chief Building Official, the **Legislative Services/Building Services Summer Student** will provide administrative and technical support to both the Clerk's Department and the Building Services Department. This role assists with cemetery administration, records management, customer service, Building Permit processing, inspection coordination, and general municipal operations.

This position is ideal for a student interested in public administration, municipal government operations, building regulation, planning, or related fields.

### GENERAL DUTIES – Legislative Services (Clerk's Department) 2.5 days/week

- Records Management – assist in maintaining the filing system and inventory list. Receives and files documents. Purges files as per the Retention By-law.
- Conducts record searches for senior staff.
- Assists the Deputy Clerk with cemetery administrative tasks, including updating records and scanning cemetery cards for the Cemetery Digitization Project.
- This position is ideal for a student interested in public administration, municipal government operations, building regulation, planning, or related fields.
- Assisting the Municipal Clerk with tasks regarding the 2026 Municipal Election.

### GENERAL DUTIES – Building Services 2.5 days/week

- Offer support in permit processing, including accurate data entry and ongoing management within Cloud Permit.
- Assist with calculating permit and inspection fees according to municipal by-laws.
- Assist with scheduling and tracking building inspections, follow up with applicants regarding open permits and outstanding inspections.
- File and maintain building-related records, plans, and inspection notes.
- Assist with producing letters, notices, and official documents.
- Scan, file, and maintain records of permits, plans, violations, inspections and correspondence as per the Municipality's Record Retention By-law.

### KNOWLEDGE/QUALIFICATIONS

- Enrolled in a post-secondary program in Public Administration, Architecture, Engineering, Construction Technology, Building Science, Environmental Design, or a related field.
- Valid G Driver's Licence.
- Strong communication, organizational, and interpersonal skills.
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Ability to work independently and collaboratively.
- Attention to detail and accuracy in records and data management.
- Customer-service experience an asset.
- Ability to read and understand basic drawings (asset for Building Services).
- Ability to deal with sensitive, confidential subject matter.

If you are looking for an opportunity, please submit your resume and cover letter in confidence to the undersigned by February 6, 2026 at 12:00 p.m. via e-mail or regular mail. It should be noted that only those individuals selected for an interview will be contacted.

Salary - \$21.10/hr.

Subject: **Legislative Services (Clerk's Department)/Building Services Summer Student**  
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