

Woolwich Township Job Posting



Date: March 24, 2026
Position: Building Student (Temporary Full Time)
Wage Rate/Grade: \$19.00 - \$22.00 per hour

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Development Services has an exciting student opportunity for one (1) Building Student from May until August 29, 2026.

Purpose of the Position and Profile:

This position supports the Building Administrative & Technical Assistant with daily operations, customer service, administrative tasks, and special projects within the Building Department.

Responsibilities:

- Schedule daily building inspections through requests received by phone, online forms, and email
- Receive and process payments while coordinating, recording, and balancing cash receipts
- Perform a variety of clerical and administrative tasks using the Cityview building permit software system
- Provide reception services by responding to inquiries, directing requests to the appropriate staff member, and receiving in-person and electronic correspondence and documentation
- Assist with entering initial application data into the computerized building permit system and provide general office support
- Maintain hard copy and digital files, including scanning physical records and organizing electronic documents within the Cityview system
- Prepare and issue water meters as required
- Maintain and update Building Section content on the Township website
- Perform other duties as assigned

Qualifications, Knowledge, Skills, and Work Requirements:

- Currently enrolled in an Office Administration, Business, Construction/Engineering Technology, or Building Technology program with a recognized College or University, or recently graduated
- Proficient in Microsoft applications and general computer systems
- Strong numerical aptitude and excellent attention to detail
- Excellent verbal, written, and listening communication skills
- Strong analytical, problem solving, and decision-making skills
- Demonstrated courtesy and diplomacy when interacting with the public, external agencies, and internal staff
- Ability to work both independently and as part of a team

Hours of Work and Working Conditions:

Regular hours of work will be 35 hours per week and will be a combination of in an office environment and field inspections, in all weather conditions, with potential exposure to typical construction hazards. Must be physically fit and able to stand for long periods of time.

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00 pm on April 7, 2026. Please quote job posting 2026-21.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.