



JOB DESCRIPTION

Position: Building Department Intern (16-Week Summer Position)	Date: March 2026
Affiliation: (16-Week Summer Position)	Issued By: Chief Building Official

Purpose of Position:

Reporting to the Chief Building Official (CBO), the Building Department Intern supports the administration of building permits and the application of building regulations. The position provides information and guidance to permit applicants by telephone, email, and Cloudpermit regarding technical requirements of the Building Code, applicable Municipal Bylaws, and other legislation or regulatory approvals that may be required for proposed projects. The Building Department Intern assists applicants with completing permit applications, conducts permit pre-screenings and supports plan reviews. The role also responds to general inquiries related to application procedures, reviews timelines, and technical requirements. In addition, the Building Department Intern participates in supervised site inspections alongside the CBO and Deputy CBO to gain practical field experience.

Hastings Highlands Corporate Values:

At the Municipality of Hastings Highlands all our team members believe in:

- Being **Committed** by always being ready to jump in and striving for better;
- Having **Integrity** by being honest and knowing the right thing to do;
- Being **People Smart** by asking good questions, listening to others, staying engaged in conversations and having strong judgment.

Reporting Relationships:

Directly – Chief Building Official & Deputy Chief Building Official

Indirectly – Chief Administrative Officer

Key Responsibilities:

- Respond to inquiries from the public regarding Building Department services through Cloudpermit, telephone, email, and in-person interactions; provide information, record inquiries, and direct requests as appropriate;
- Assist with the intake and review of building and septic permit applications to ensure submissions are complete; and calculate applicable permit fees;
- Coordinate and schedule building inspections for inspection staff;
- Conduct permit pre-screenings and support plan review activities to assist with compliance verification;
- Support the implementation and maintenance of electronic inspection and permitting systems;
- Provide general support to assist with the overall operations and functions of the Building Department;
- Other duties as assigned.



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Education/Experience/Skills and Training:

- Actively pursuing, or completed in the last year, a college diploma or university degree in Construction/Architectural Technology or similar;
- Demonstrated ability to maintain a high degree of confidentiality, professionalism and sound judgment;
- Demonstrated ability to exercise a high degree of discretion and tact with excellent customer service skills;
- Working knowledge of Microsoft Office Suite and ability to learn and use the Municipality's building department software, Cloudpermit;
- Excellent written and oral communication skills with demonstrated attention to detail and accuracy;
- Good organizational and time management skills to prioritize workload;
- Good verbal communication skills in order to provide accurate information in a pleasant and effective manner to telephone callers and visitors;
- Must be a team player;
- Willing to participate in training related to the job;
- Computer literacy and proficiency utilizing MS Office software applications and adaptability to sector specific software.

Working Relationships:

Strong interpersonal skills to interact effectively and professionally with the public, other staff, and Council.

Internal:

- With other team members and departments to complete various tasks.

External:

- With the general public to provide information and direct enquiries within various departments.

Working Conditions:

Usual hours of work are based on 37.5 hours, 5 days per week [8:00 a.m. to 4:00 p.m.] for 16 weeks from May to August, at the Municipal Office. Travel and periodic overtime may be required.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.