



Hastings Highlands

Beautiful By Nature

Building Department Intern

16-Week Summer Position (37.5 hours/week)

The Corporation of the Municipality of Hastings Highlands is a rural community with a population of approximately 4,385. Hastings Highlands is a great place to live and play as a four-season municipality that is 'Beautiful by Nature'.

The Municipality of Hastings Highlands is seeking an innovative and customer service-focused person who performs well in a fast-paced environment for a summer **Building Department Intern**. Under the direction of the Chief Building Official, the Building Department Intern performs day-to-day tasks associated with the duties of the Building Department. In addition, the Building Department Intern will participate in supervised site inspections alongside the qualified staff to gain practical field experience.

- The successful candidate will be actively pursuing, or completed in the last year, a college diploma or university degree in Construction/Architectural Technology or similar.

At the Municipality of Hastings Highlands our team members believe in our **Corporate Values**. Our team is **Committed**, they demonstrate **Integrity**, and they are **People Smart**.

The Municipality offers an hourly rate of \$22.65. This position will work 37.5 hours per week, for 16 weeks during the months of May to August.

The full job description and position qualifications can be found on our website at www.hastingshighlands.ca under the tab Municipal Services > Careers and Volunteering: <https://www.hastingshighlands.ca/municipal-services/careers-and-volunteering/>

Applicants are invited to submit resumes in confidence by **10:00 a.m.** on **April 10, 2026** to:

Municipality of Hastings Highlands
33011 Highway 62, P.O. Box 130, Maynooth ON K0L 2S0
Email: humanresources@hastingshighlands.ca

Hiring will be subject to the submission of a Criminal Record check and verification of education and experience requirements.

The Municipality of Hastings Highlands is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodations are available for all parts of the recruitment process. Please advise in advance if you need any accommodation to ensure you can fully participate. By submitting your personal information to the Municipality of Hastings Highlands, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine the qualifications for employment with the Municipality of Hastings Highlands. Questions about this collection should be directed to the Municipal Clerk at 33011 Hwy 62N, PO Box 130, Maynooth, ON K0L 2S0. The Municipality of Hastings Highlands does not currently use artificial intelligence during the hiring process.