



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Posting Number: 005167

Job Title: Temporary Full-Time Licensing Inspector - Student

City: Oshawa **Province:** Ontario

Employment Group: CUPE 251 **Wage Rate:** 01, \$25.52 - \$30.06 **Standard Weekly Hours of Work:** 36.25 **Shift Work Required:** No

Posting End Date: 2025/01/29 by 4:30pm

Job Description

Important Information *Please read before applying for this position*

To be eligible for a summer student position with the City of Oshawa you must be currently enrolled in full-time studies at community college or university and returning to full-time studies in the fall. Documentation from the school must be provided by the end of June indicating your intention to return to school at the end of the summer break in the current year. If this documentation is not received, you will be disqualified from the student employment program and will not be considered for future student employment opportunities.

Student staff are an important component of the Municipal Law Enforcement and Licensing Services workforce and are key to the successful delivery of our services. Students must commit to a full term of employment up to and including August 29, 2025.

Student performance will be evaluated during the work term. Students employed in previous summers must reapply. Previous applicants or incumbents are not guaranteed an

interview or employment from year to year. All returning students eligible for summer employment must apply to this posting to be considered.

Certain positions may require a satisfactory verification of a candidate's Record of Criminal Offences as a condition of employment.

Applications will be reviewed and successful candidates are placed in a lottery. Those selected will proceed through the interview process.

We would like to thank all applicants. Please note that due to the volume of applications received only those selected for an interview will be contacted. All other applications will be kept on file.

Once you have read the information, click the Apply Online button below and proceed by answering the online questions and attaching your covering letter and resume.

Responsibilities

- Reporting to the Supervisor, Licensing Services, to be responsible for obtaining compliance with certain municipal by-laws
- To encourage owners of residential properties and businesses to construct and operate in the interest of public health and safety and consumer protection
- The role is responsible for inspecting, referring, recommending and providing advice through the delivery of inspection services to the public pertaining to Business Licensing, Two Unit Registration and for examining, inspecting and approving pool enclosures
- Performing all office functions as assigned, including telephone calls, data entry, handling inquires and requests for assistance as well as filing, maintaining daily inspection logs and performing other general duties as assigned
- Providing good, efficient customer service and education to the public
- Maintaining good public relations in discussing and resolving work related matters

Requirements:

- Preference will be given to students who are currently enrolled in a recognized University/College program of study in law enforcement, planning, policing or public administration who may have previous work experience in a law enforcement capacity

- Good reading, writing and oral skills, having the ability to read, interpret and apply by-law regulations and follow general and technical instructions, both written and oral, which deal with standardized situations and complete daily relevant forms and records
- Good interpersonal skills, tact and courtesy to deal with the public on matters that may be extremely sensitive or of a potentially controversial nature
- Strong work ethic and working knowledge of and ability to apply relevant safety policies, standards and legislation (Ontario Occupational Health and Safety Act), First Aid and WHIMIS training are assets
- Possess and maintain in good standing, an Ontario Driver's Licence, (minimum Class "G") and be able to pass the City Of Oshawa tests for safe motor vehicle operation
- Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

To apply, please visit: <https://oshawa.jobs.net/en-CA/search>.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures,

ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.