



*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.*

Vacancy: Temporary Full-Time Building Permit Assistant

Job ID: J0126-0286

Department: Economic & Development Services **Branch:** Building/Inspection Services

Location: City Hall

Posting Start Date: 2026/01/26 **Posting End Date:** 2026/02/03 by 4:30p.m.

Group: CUPE 251 **Salary Grade:** \$35.07 - \$38.94/Hour

Standard Weekly Hours of Work: 40 **Shift Work Required:** No

Reporting to the Manager, Permit Administration Services, the Building Permit Assistant provides permit coordination, customer service, administrative and clerical support for Building Permit and Inspection Services.

Responsibilities:

- Customer service and front counter reception to provide information regarding building review and inspection processes
- Assist to Prepare the operational budget, monitor expenses, and manage purchasing, accounting, and financial transactions for the branch
- Conduct Teraview (Legal) searches for property ownership using Teranet, Transfer of Deeds and Sheriff Office/Write of Execution searches and prepare affidavits for building code violation reports for legal prosecution files
- Maintain attendance management records for the branch
- Maintain and input information associated with the Land Management System (Cityview)
- Accept and review permit applications for completeness, verify fees, coordinate approvals, and organize associated documentation
- Reconcile Building Permit data and generate related reports

- Provide administrative support for building inspections and plans examination teams
- Respond to general inquiries
- Perform other duties as assigned
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust

Requirements:

- Completion of a minimum two (2) year Office Administration program from a recognized Community College plus three (3) years of relevant administrative experience, or an equivalent combination of education and relevant experience
- Willingness to obtain Ministry of Municipal Affairs & Housing and BCIN: General Legal & Processes
- Established skills and experience using computers, equipment and related software applications, (e.g.) MS Office Suite, GIS, PeopleSoft and Teraview. Experience with Cityview is an asset
- Ability to work independently, quickly and competently in a multi-task environment, with a high level of attention to detail
- Strong attention to detail
- Ability to work under pressure in order to meet deadlines
- Excellent mathematical, keyboarding, organizational and administrative skills
- Excellent customer service experience and good communication skills to deal effectively and courteously with the public and staff and able to respond to inquiries by telephone, in person and in writing
- Possess personal qualities of maturity, tact, discretion, and have a willing and co-operative attitude

This position is eligible for hybrid work.

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

Apply Online: <https://www.oshawa.ca/city-hall/careers/>

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.

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. Please ensure that you check your email regularly to receive any correspondence.

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.