



THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 3525-002

CALL NO. 26-4735

Job Designation:	Building Services Representative
Department:	Building Department
Job Details:	Temporary Full Time (CUPE 1329T)
Salary Range:	\$75,482 - \$92,048
Pay Grade:	9
Duration:	Approximately eight months
Temporary Vacancy Reason:	Leave of absence
Closing Date:	Applications for this position must be received at oakville.ca no later than 11:59pm on September 9, 2026 .

This job posting is for an existing vacancy and therefore will be filled accordingly.

Job Responsibilities:

Reporting to the Supervisor-Application and Code Review, the Building Services Representative will:

- Receive, screen and process all building permit applications and monitor progress of building permit applications through the plans examination process.
- Verify completion of application, plans and compliance with other applicable laws.
- Calculate construction values, compute and collect fees.
- Issue building permits.
- Conduct introductory meetings with clients to ensure accurate and complete permit application submissions.
- Provide guidance, instruction and clarification to internal and external clients.
- Notify management of any extensions and/or cancellations of building permits.
- Process freedom of information requests and routine disclosures.
- Assist in plan review on small Part 9 buildings when required.
- Performs other duties as assigned.

Qualifications:

- Successful completion of a three-year post-secondary degree or diploma in Architectural Technology, Engineering Technology, Mechanical Engineering Technology or related field combined with a minimum of 1-year relevant related experience. An equivalent combination of education and experience may be considered.
- Proficient knowledge of the Ontario Building Code and other applicable laws.
- Provincial qualifications in General or CBO Legal and House would be preferred.
- Strong organizational, interpersonal, computer, verbal and written communication skills are required, as well as the ability to work effectively with the public.

DATED: **September 1, 2026**

The Town's recruitment software includes elements of artificial intelligence to assist in the screening and short-listing of qualified candidates.

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. The minimum threshold score for the interview is 75%.

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Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer.

Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3.

We thank all applicants and advise that only those selected for an interview will be contacted.

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