

Woolwich Township Job Posting



Date: July 24, 2026
Position: Building Division Student (Temporary)
Wage Rate/Grade: \$19.00 - \$22.00 per hour

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

Development Services has an exciting opportunity and is seeking one (1) temporary Building Student from September to December 2026.

Purpose of the Position and Profile:

This position supports the Building Division by assisting with day-to-day operations, special projects, and administrative tasks.

Responsibilities:

- Schedule daily inspections via phone, online form, and email requests
- Receive payments and coordinates, records, and balances receipts
- Perform a variety of clerical/administrative tasks using the building permit software system (Cityview)
- Provide reception services by managing inquiries, directing inquiries to the appropriate person, and by receiving over-the-counter and electronic correspondence and documents
- Assist with inputting of initial application data into the computerized building permit system and provide general office assistance
- Opportunity to assist with the creation of sample drawing packages and policy documents
- Opportunity to assist with plans review and inspection activities
- Manage hard copy and digital files, including the process of scanning physical records and digitally organizing records within the building permit software system (Cityview)
- Prepare and issue water meters
- Maintain Building Section content on the Township webpage
- Other duties as assigned

Qualifications, Knowledge, Skills, and Work Requirements:

- Currently enrolled or recently graduated post-secondary in Construction Technology program or equivalent with a recognized College or University
- BCIN qualifications or interest in working towards qualification is considered an asset
- Excellent computer skills including Microsoft and AutoCAD applications
- Ability to understand, interpret, and create construction drawings
- Strong attention to detail and organization skills
- Excellent verbal, written, and listening communication skills
- Analytical, problem solving and decision-making skills
- Courtesy and diplomacy in dealing with the public, external agencies, and internal staff
- Ability to work independently
- Valid Class G Driver's License, licensed to drive in Ontario, and use of a reliable vehicle
- Safety work boots required for on-site opportunities

Hours of Work and Working Conditions:

- 35 hours per week
- Primarily office environment, with opportunity for site inspections and exposure to outside weather conditions
- Must be physically fit and able to stand for long periods at a time
- Potential for exposure to typical construction hazards

Interested applicants are invited to submit their resume via the [Township Job Board](#) prior to **4:00 pm on Friday, August 7th, 2026. Please quote job posting 2026-37.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.