

Housing Services
Facilities Technical Assistant - Summer Student Position

Job Description:

- Performing various inspections to housing properties
- Assisting with the preparation of tenders and specifications
- Compile inventory of equipment and materials at housing properties
- Review construction and as built drawings
- Assist in the preparation of building condition assessments (BCAs)
- Other office duties to assist the facilities/housing department

Skills/Qualifications:

- Enrolled as post-secondary student (College/University) and returning to full-time education at a post-secondary institution in September 2018
- Strong computer skills (Power Point, Word, Excel)
- Currently enrolled in a post secondary diploma or degree in Architectural, Engineering or Construction Technology.
- Knowledge of the Ontario Building Code and Ontario Fire Code
- Strong interpersonal and organizational skills
- The ability to work independently and with minimal supervision
- Confidentiality Agreement must be signed
- Police background check
- Valid Driver's License
- Access to a vehicle during work hours

Work Location: Belleville
Position Length: May 22 – August 24, 2018
Closing date to Apply: February 21, 2018

Please direct resumes to: careers@hastingscounty.com

*PLEASE QUOTE 'SUMMER STUDENT **Posting #SS-17-14**' IN THE SUBJECT LINE WHEN APPLYING FOR THIS POSITION.
FINAL LOCATION BEING FILLED MAY BE DIFFERENT FROM THAT POSTED.*

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity.

We thank all candidates who apply, but advise that only those persons selected for an interview will be contacted.

"The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation."