



CO-OP EMPLOYMENT OPPORTUNITY

Job Title:	Building Co-op Student
Position Type:	Temporary Contract (May 4, 2026 – September 4, 2026)
Department:	Building Department
Reports to:	Chief Building Official
Hours per Week:	35 hours per week
Hourly Rate:	Pay Band 2 (\$23.74-\$26.72)
Application Due Date:	Friday March 6, 2026, at 12:00pm (ET)

Why Mapleton?

Are you looking to gain hands-on experience in municipal building services? Our Building Department is seeking a motivated Co-op Student to join our team. This is an excellent opportunity to learn about Building Code compliance, permitting processes, and inspection procedures in a professional environment.

What We Offer:

- Practical experience in a municipal building department
- Mentorship from experienced professionals
- Exposure to permitting, inspections, and code compliance processes

Duties and Responsibilities

Key duties of this position include, but are not limited to:

Administrative Support

- Assist with front desk duties including but not limited to fielding customer enquiries and inspection bookings, filing, data entry, and document management related to building permits and inspections

Inspection Assistance

- Accompany building inspectors on site visits to observe and support inspection activities

Plans Review Support

- Help review building plans and related documents for compliance with applicable codes and standards

Qualifications

The successful candidate must be able to satisfy the following criteria:

- Be currently enrolled in a post-secondary program related to construction, architecture, engineering, or a similar field
- Possess strong organizational and communication skills
- Be able to work independently and as part of a team

A working knowledge of Building Code and construction practices is an asset.

Working Conditions

Work is often split between indoor office work and outdoor site visits. The successful candidate will be required to supply their own CSA approved footwear.

Outdoor Work:

- May spend hours on construction sites inspecting ongoing work, checking for compliance with building codes
- Can be exposed to various environmental conditions such as extreme weather, noisy environments, dusty conditions, and even potentially hazardous situations like working on construction sites with heavy equipment.

Indoor Work

- Frequent use of computers required for front line duties and plans review

HOW TO APPLY:

Applications, including a resume and cover letter **in pdf format** can be submitted via email to building@mapleton.ca before **March 6, 2026 @ 12pm (ET)**.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

The Township of Mapleton values the unique skills and experiences each individual has to offer and we are committed to creating an inclusive and accessible organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation to participate fully in our recruitment processes, please let us know when we contact you.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact lwheeler@mapleton.ca.