



City of Niagara Falls **POSITION VACANCY**

Proud to be recognized as one of Hamilton-Niagara's Top Employers for 2025!

Call Number:	JR100122
Position:	Building Services Co-op Student
Type of Vacancy:	Co-op Student September to December
Work Schedule:	8:30 am to 4:30 pm, Monday to Friday (35 hour work week)
Hourly Rate:	\$20.93 per hour
Posting Date:	July 18, 2025
Closing Date:	August 1, 2025 at 4:00 pm

The City of Niagara Falls Building Services Department is looking for a positive and energetic student to assist staff with a variety of tasks.

Responsibilities:

- Provide general assistance to the staff of the Building Services Department.
- Assist Permit Application Technologists with the intake of building permit applications.
- Assist the Plans Examiners in the preparation of building permit applications for review and issuance.
- Accompany the Building Inspectors during the performance of daily inspections.
- Assist the Building Services Clerks with records management.
- Perform other related duties, where required.

Requirements:

- Currently enrolled in a post-secondary institution in the field of Architecture or Construction Engineering Technology.
- Expertise in a variety of computer applications, including Microsoft Office Suite.
- Strong organizational and analytical skills.
- Strong written and verbal communication skills.
- Ability to deal with the public.
- Possess a valid Class "G" Ontario Driver's License.

To Apply:

Submit your cover letter and resume at www.niagarafalls.ca/jobs

Applications must be submitted online and will be accepted until 4:00 p.m. on **August 1, 2025**.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of The Municipal Act and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted by email.