



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20220606_BIAA
POSITION TITLE:	BUILDING INSPECTION ADMINISTRATIVE ASSISTANT
DEPARTMENT:	BUILDING & BYLAW
POSITION TYPE:	PART-TIME AUXILIARY, UNION POSITION
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade #9 \$34.08/hr (2021 rate)
HOURS OF WORK:	21 hours per week, Monday – Friday between the hours of 8am – 5pm
BENEFITS:	Benefits per the terms of the Collective Agreement for Auxiliary Employees

Do you thrive in a fast-paced environment where you are able to work on a variety of projects that help guide community growth and development?

The City of Colwood is a rapidly growing seaside community which is home to nearly 19,000 residents and is located 25 minutes from downtown Victoria. With a wide variety of simple to complex buildings and planned development projects within the City, the Building department provides services to protect people and property by ensuring that newly constructed and renovated buildings conform to codes and regulations.

The City of Colwood has an opportunity for a **PART-TIME AUXILIARY BUILDING INSPECTIONS ADMINISTRATIVE ASSISTANT** for up to 21 hours per week for an anticipated term ending December 23, 2022. This is a UNION position with CUPE, local 374.

NATURE AND SCOPE OF WORK

This is a highly responsible administrative position having primary responsibility to the Manager of Building Inspections & Bylaw Services. The incumbent provides a wide variety of administrative support directly to the Manager of Building Inspections & Bylaw Services as well as to other members of the Building Inspections & Bylaw Services team. Working within a service-oriented team environment, at times the position may be assigned to provide administrative support and/or service coverage to other City departmental teams including, but not limited to, administering the City's municipal business process software. This position has frequent direct contact with members of the public and requires well developed communication skills with the ability to disseminate information clearly, professionally, and tactfully in a timely manner.

A complete job description (Under Review) is available at www.colwood.ca/careers

POSITION REQUIREMENTS:

- Grade 12 completion, supplemented with the completion of business administration courses, and/or at least five (5) years relevant experience in an administrative capacity, preferably with an understanding of building inspection administration matters.
- An equivalent combination of education and experience may be considered.
- Ability to establish priorities and efficiently manage a heavy workload within an environment of frequent interruptions.
- Class 5 BC Driver's Licence is preferred

Using the subject line **POSTING ID# COC20220606_BIAA**, please submit your resume and cover letter, in confidence, to **Byron Grant, Manager of Building Inspections and Bylaw Services** at careers@colwood.ca.

Applications will be accepted until 4:30pm on June 16, 2022.