



Competition No. 23-08E

Building Services Student **(Temporary, Full-Time – early May to late August)**

Located in the south-central region of B.C., the Regional District of Okanagan-Similkameen covers an area over 10,400 km² and is renowned for its orchards, vineyards and golf courses, as well as its widely varied landscape including deserts, mountains and valleys, and pristine lakes. Outdoor recreational opportunities are endless throughout the Regional District and residents enjoy a wide array of activities all year long.

The Regional District of Okanagan-Similkameen is currently recruiting for a student to join the Building and Enforcement Services team for a four-month work term.

Working within the Building & Enforcement Services Department, the student will assist with a variety of administrative and technical duties including front counter coverage, assisting with building permit applications, providing support to building officials and scanning files in preparation for electronic filing.

QUALIFICATIONS:

- “Student” means an employee who is attending school, college, or university who has just completed their studies or intends to return to school, college, or university in the subsequent academic year.
- Completion of 1st year in a Business Administration or Sustainable Building Technology program or related field.
- Ability to understand and execute oral and written instructions.
- Experience working with the public and providing customer service.
- Ability to work independently and efficiently with limited supervision.
- Ability to communicate in a courteous and tactful manner.
- Ability to work on a number of concurrent tasks with deadline pressures.
- Demonstrated computer skills in Microsoft Office products (Word, Excel, Outlook).
- Valid BC Driver’s License.

This assignment is a four-month term from May to August 2023. The is a BCGEU bargaining unit position with an hourly wage of \$20.00 per hour plus 15% in lieu of all benefits (total hourly wage is \$23.00 per hour).

Qualified individuals are invited to submit their application in PDF format quoting **Competition No. 23-08E** by **4:00 pm, Sunday, March 12, 2023** to:

Human Resources Department
Email: hr@rdos.bc.ca

*We thank all applicants for their interest, however, only those candidates selected for further consideration will be contacted.
This position is only open to those legally entitled to work in Canada.*