



Competition #V1891 Building Services Clerk (Full-Time, Temporary)

Internal Closing Date: 4:30pm, Thursday, August 14, 2025

External Closing Date: 4:30pm, Thursday, August 21, 2025

The Sunshine Coast

A natural paradise blessed with mild winters, beautiful surroundings, and showcasing the best aspects of outdoor adventure, arts, and culture. Bordered by rugged mountains and blue ocean waters, situated on a peninsula (not an island) in the ancestral lands of the shíshálh (Sechelt) and Skwxwú7mesh (Squamish) First Nations, this is the Sunshine Coast. Whatever hobby or interest you might enjoy, we have it right here. Hike the trails, get out in a kayak, try golfing, swimming, fishing, cross-country skiing, attend festivals, visit museums, go whale-watching, or any of the other recreational activities that are right at our doorstep. Big city life is only a 40-minute ferry ride away. A preferred tourist destination, a great place to live and play, now is the time to consider making this amazing place your home.

Building Services Clerk Position Overview

The Sunshine Coast Regional District (SCRD) is currently inviting applications for the temporary position of Building Services Clerk to provide administrative and reception support to the initiatives and responsibilities of the Building Services Division. Further details can be found in the job description found at www.scrd.ca/careers.

Compensation and Benefits

We have what is being called one of the best compensation and benefits packages that are out there. Immediately upon hire this position includes an additional \$3.05 per hour cash-in-lieu of benefits, offers 6% vacation pay, and after 30 days of employment the wage rate will include an additional 5% in lieu of statutory holiday pay. After 90 days of employment, casual employees are eligible for up to five (5) paid sick days for previously scheduled work.

The Building Services Clerk is a bargaining unit position with a wage rate of **\$33.12 per hour**, working 35 hours per week, in a temporary capacity. Upon the return of the incumbent, this position will move from temporary full-time to casual and will have the opportunity to join the General Casual List. Please note that current regular employees of the SCRD who post into temporary vacancies will retain full benefit coverage and will return to their original position upon completion of the temporary assignment.

How to Apply

We welcome your application! Please send a current resume and a cover letter **quoting the competition number** via [email](mailto:hr@scrd.ca) by the closing date and time shown above. **In the subject line of the email please include your name and the competition number.** The SCRD is committed to equitable access to employment opportunities. We value a diverse workforce to best represent the communities we serve, and we thank all applicants in advance for your interest.

Contact: hr@scrd.ca or www.scrd.ca/careers