

TOWNSHIP OF RIDEAU LAKES SUMMER STUDENT EMPLOYMENT OPPORTUNITIES

The Public Works Department is seeking to hire 7 college/university students to fill summer positions in the following divisions:

- Properties (3)
- Portland Waste Site & Properties (1)
- Roads (2)
- Public Works Office Assistant/Traffic Counter (1)

Students must be mature, responsible and able to work in both a team and individual environment. Successful candidates must be available to start work May 1st. All applicants must be returning to school in the fall and all applicants must possess a valid G driver's licence.

The three positions in the Properties Division include, but are not limited to, lawn maintenance (mowing and trimming), building and equipment maintenance, waste/recycling collection and all other duties as assigned. Students applying for this position must be available and willing to work Sunday afternoons. Most, if not all the work will be outside.

The position at the Portland Waste Site and in Properties will include 2-3 days per week at the Portland Waste and the other days per week in the Properties Division. It includes but is not limited to, greeting and assisting the public at the Waste Site, ensuring the policies are followed during waste and recycling disposal, assisting with all duties at the Site, waste and recycling collection, and property maintenance. Students applying for this position must be available and willing to work Sunday afternoons. Most, if not all the work will be outside.

Students interest in the above positions should send their resume with a cover letter by email to:

Michelle Jones
Manager of Facilities & Environmental Services
Township of Rideau Lakes
michelle@twprideaulakes.on.ca

The two positions in the Roads Division, include but are not limited to, road patching, flagging, sign work, garage duties, waste collection and all other duties as assigned.

The position of Public Works Office Assistant/Traffic Counter includes, but is not limited to, daily traffic counts and reports for findings, filing, report writing, data collection and entry, dealing with the public, assistance with waste site surveys, waste collection audits, and all other duties as assigned.

Interested students should send their resume with a cover letter by email to:

Dan Chant
Roads Coordinator
Township of Rideau Lakes
dchant@twprideaulakes.on.ca

Deadline for all applications is March 15, 2019 at 4:00 pm.

The Township of Rideau Lakes is an equal opportunity employer. All qualified candidates are encouraged to apply. We thank all who apply, however only those applicants to be interviewed will be contacted.

Personal information collected will be used in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* for the purpose of candidate selection.