



**The Town of Smiths Falls is accepting applications for the following
2024 Summer Student positions:**

Community Services – Parks & Recreation 2 Positions (40 hours/week)
Cemetery 2 Positions (40 hours week)

Under the direction of the Operations Supervisor you will provide support for departmental services such as cleaning, litter pick-up, grass cutting, trimming, flower planting, weeding, raking etc. Assist with set-up and take-down for special events in all municipal facilities. May be required to work weekends/nights/holidays.

Compost Site Attendant – 2 Positions (Saturdays - May through November)
1 Position (Wednesdays and Saturdays- May 13 through June 28)

Under the direction of the Engineering Technologist you will work at the Towns Compost Site and verify residency of customers, perform gate control (approval of incoming materials), maintain daily records, and will carry out litter collection on the site.

Public Works Department – 4 Positions (40 hours/week)

Under the direction of the Supervisor of Public Works you will assist with road and sidewalk maintenance, brush and tree trimming or removal, sidewalk sweeping, weed trimming, painting, street sign repair or replacement, excavations for water and sewer repairs, sundry duties as assigned. Requirements: The ideal candidate must be enrolled fulltime in college or university program and working towards a diploma or degree. You must possess a valid Class “G2” or “G” drivers’ license.

Engineering – 2 Positions (35 hours/week)

Under the direction of the Engineering Technologist, you will assist in the collection and updating of data relating to the Town’s water, sewer, drainage and road assets, conduct traffic counts, carry out computerized drafting (AutoCAD), update GIS records, and assist in construction inspection activities and curbside audits. The ideal candidate must be enrolled fulltime in college or university in civil or environmental engineering studies and working towards a diploma or degree. You must possess a valid Class “G2” or “G” drivers’ license.

Waste Management – 1 Position (35 hours/week)

Under the direction of the Engineering Technologist, you will assist in the collection and updating of data relating to the Town’s Waste management program; curbside audits, compost site management and Multi-Res information sessions. The ideal candidate must be enrolled fulltime in college or university in civil or environmental engineering studies and working towards a diploma or degree. You must possess a valid Class “G2” or “G” drivers’ license.

Utilities Department – 3 Positions (1 - Water Treatment, 1 - Water Distribution and 1 - Wastewater Treatment) (40 hours/week)

Under the direction of the Manager of Water & Wastewater, you will provide support to operations staff. Tasks will include building maintenance, cleaning, painting and process related work (if certified). The ideal candidates must be enrolled fulltime in college or university and working towards a degree or diploma in civil or environmental studies. Candidates in possession of OIT Water and or Wastewater licenses/certificates will be considered of benefit when being evaluated. You must possess a valid Class “G2” or “G” drivers’ license.

Planning – 1 Position (35 hours/week)

Under the direction of the Manager of Development Services, you will assist in the research and preparation of urban planning related policies and projects including the Town's Climate Action Plan. The ideal candidate will also provide administrative assistance including updates and improvements to the file management system and updating GIS records. Experience in data entry, desktop publishing and mapping skills will be considered an asset.

Building – 1 Position (35 hours/week)

Under the direction of the Chief Building Official, you will assist the Administrative Assistant to provide support to the building department. Responsibilities will include data input of building permit information and file updates, scanning documents and assisting with special projects, which includes research and the preparation of reports.

Heritage/Program Interpreter - 2 Positions (35 hours/week)

The Heritage & Program Interpreters will conduct cultural tours, kids' camps, workshops and special events. The students will assist with collaborative community programs (I.e. Movies Under the Stars) exhibitions, art shows, and historic research and will act as a tourism ambassador for Smiths Falls.

Tourism and Culture Summer Student – 35 hours/week

The Tourism and Culture Summer Student support the Smiths Falls Welcome Centre, assisting visitors to Smiths Falls, promoting events, festivals and celebrations in the community. Responsibilities will include the creation and delivery of visitor experience packages, assisting in creating and implementing of tourism marketing and development activities, and event and festival support.

Economic and Community Development Summer Student – 35 hours/week

The Economic and Community Development Summer Student will support the Town's business community. Responsibilities will include the development and distribution of local marketing material, maintenance of business data to track business relationships, administration and support of the development and implementation of economic development programs and activities.

**** PLEASE NOTE: FORMER TOWN OF SMITHS FALLS SUMMER STUDENTS MUST REAPPLY.**

Interested candidates must mail or email a cover letter indicating the position(s) applying for and resume to the address identified below no later than, **Wednesday March 27, 2024 at 4:30 p.m.** in confidence to:

Nadine Bennett, Human Resources Advisor
Town of Smiths Falls
P.O.Box 695, Smiths Falls, Ontario K7A 4T6
E-mail: hr@smithsfalls.ca

We thank all applicants for their interest in this position however only those selected for an interview will be acknowledged.

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.