



Community Services - Parks & Recreation/Cemetery Maintenance Students – 3 Positions

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.

Community Camp Supervisors – 2 Positions

The Community Camp Supervisors will be responsible for working under direct supervision of the office administration to provide activities for youth in our community to help develop healthy lifestyle through fun play/recreation opportunities for youth in our community at our Gerry Lowe/Sens Rink.

Election/Corporate Services Office Assistant - 1 Position

This position is responsible for working closely with and supporting the Director of Corporate Services/Clerk and Deputy Clerk in the conduct of the municipal election and other functions in the Corporate Services Department. The ideal candidate is a post-secondary student working towards a diploma/degree in Public Administration, Business or Accounting fields of study.

Compost Site – 3 Positions (Saturdays - May through November)

Under the direction of the Environmental Coordinator 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. Minimum age 16 and currently enrolled fulltime in high school.

Public Works Department – 4 Positions

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, street sign repair or replacement, excavations for water and sewer repairs, sundry duties as assigned. Requirements: Minimum age 16 and currently enrolled fulltime in school. You must possess a valid Class "G2" or "G" drivers' license.

Engineering – 1 Position

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 the engineering studies and working towards a diploma or degree. You must possess a valid Class "G2" or "G" drivers' license.

Waste Management – 1 Position

Under the direction of the Environmental Coordinator you will assist with monitoring and evaluating our waste management program, and assist in the development of promotion and education programs directed toward the public. The ideal candidate must be enrolled fulltime in college or university and working towards a degree or diploma in environmental studies. You must possess a valid Class "G2" or "G" drivers' license.

Water Treatment Plant – 1 Position

Under the direction of the Superintendent of Utilities, you will provide support to the facility operators. Tasks will include building maintenance, cleaning, painting and process related work. The ideal candidate must be enrolled fulltime in college or university and working towards a degree or diploma in environmental studies. Candidates in possession of OIT licenses/certificates will be considered of benefit when being evaluated. You must possess a valid Class "G2" or "G" drivers' license.

Water Pollution Control Plant – 1 Position

Under the direction of the Superintendent of Utilities, you will provide support to the facility operators. Tasks will include building maintenance, cleaning, painting and process related work. The ideal candidate must be enrolled fulltime in college or university and working towards a degree or diploma in environmental studies. Candidates in possession of OIT licenses/certificates will be considered of benefit when being evaluated. You must possess a valid Class "G2" or "G" drivers' license.

Cultural Heritage Interpreter – 2 Positions (Canada Summer Jobs)

The Cultural Heritage Interpreter will be an important visitor services element in elevating the cultural heritage tourism profile of the museum, the town and community heritage partners. The student will provide enlightening interpretive tours and special events throughout the community. The Heritage Interpreter will work closely with community partners to research and test new tour programs as well as interpreting newly designed architectural tours, ghost walks, cemetery programs, and museum themed tours on site, at festivals & events and downtown Smiths Falls.

Heritage Education Assistant – 1 Positions (Young Canada Works)

The Heritage Educational Assistant will assist with the development of educational programming, including new museum tour development, children's camps, and displays. They will be an important community ambassador at regional events that will educate the public on the heritage of our area's First Nations and first European Settlers. New educational tours and programs will be developed at the Museum to enhance public experience on key heritage themes for 2018.

Oral History Coordinator – 1 Positions (Summer Experience Program)

The Oral History Coordinator will work with Heritage House Museum staff and volunteers to interview long-time and current residents to develop a local archive of Smiths Falls stories. The position will utilize the interviews in a newly developed podcast program and for the research and development of community exhibitions. A portion of the project will also work on the transcription and digitization of interviews conducted by heritage partners in the 1970's. They will promote the project at community events and through media efforts.

Tourism and Events Assistant – 1 Position

The successful candidate will work as part of a team in the Economic Development and Tourism department to assist the Economic Development and Tourism Coordinator with duties related to tourism initiatives, event coordination, visitor attraction, marketing, and assisting with special projects.

Economic Development Assistant – 1 Position

The successful candidates will work as part of a team in the Economic Development and Tourism Departments to assist the Economic Development Manager with duties related to promoting the Community Improvement Plan, investment attraction, strategic initiatives, communications, and special projects.

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.

****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, **Thursday, March 15, 2018 at 4:00 p.m.** in confidence to:

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

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