



SMITHS FALLS

RISE AT THE FALLS

TOWN OF SMITHS FALLS 2019 SUMMER EMPLOYMENT OPPORTUNITIES

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.

Customer & Corporate Services Student Clerk - 1 Position

The primary function of the Customer & Administrative Services Student Clerk would be working with the public as a first point of contact staff member. The Student will work as a customer service representative (receive payment for municipal services, answer inquiries over the telephone and in person and provide general assistance to members of the public). The Student would provide information to members of the public inquiring about municipal services and programs. The student will work closely with all Elected Officials, Municipal Clerk's Office, Chief Administrative Officer, Treasurer, Land Use Planning as well the Chief Building Official.

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

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. Minimum age 16 and currently enrolled fulltime in high school.

Public Works and Utilities Department – 4 Positions

(May through August)

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: 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 – 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 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

Under the direction of the Engineering Technologist 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 civil or environmental studies and working towards a diploma or degree. You must possess a valid Class "G2" or "G" drivers' license.

Water Treatment Plant – 1 Position

Under the direction of the Manager Water Wastewater Treatment, 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 civil or 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 Manager Water Wastewater Treatment, 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 civil or 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.

Heritage Interpreter – 1 Positions (Canada Summer Jobs)

The Heritage Interpreter will welcome visitors, assist in the gift shop, with special programs and provide historic tours throughout the community. They will also research, design and update the displays in the museum galleries and period rooms, as well as, help to digitize the museum collection for community outreach and research for future exhibits and to make the collection more accessible to the public.

Collections Outreach Officer – 1 Positions

(Young Canada Works)

This project consists of computerizing the museum's recent archival and artifact donations using special museum databases and getting the artifacts accessible to the public through online projects and community displays. This position is also responsible for assisting with museum upkeep and daily operations including historic tours and greeting the public.

Heritage Facilitator – 1 Position (Young Canada Works)

The Heritage Facilitator will provide an important role in strengthening the cultural heritage tourism profile of the museum, the town and the community heritage partners by conducting interpretive tours, workshops and special events. The student will assist with the development of new collaborative tourism programs. The opportunity to develop and execute educational summer day camps, special events and advertising of programs will also allow the Heritage Facilitator to enhance their employment skills.

Tourism Summer Student – 1 Position

Key role - To work to support the Smiths Falls Welcome Centre, assisting visitors to Smiths Falls, and promoting events, festivals and celebrations in the community. Responsibilities will include the development of FAM tours, visitor experience packages, administration of tourism activities, and event and festival administrative support.

Business Retention and Development Summer Student

– 1 Position

Key role - To work with the business community to help them thrive in Smiths Falls. Responsibilities will include the development of local marketing material, maintenance of the CRM database used to track business relationships, administration of economic development activities, and working within a partnership setting in the Smiths Falls Welcome Centre.

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 AND ALL POSITION MAY
BE CONTINGENT ON FUNDING****

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 7, 2019 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"