

TOWN OF SMITHS FALLS 2021 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.

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 – 2 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, 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 – 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.

Water/Wastewater 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.

Planning Services – 1 Position

Under the direction of the Senior Planner, you will assist in the research and preparation of urban planning related policies and projects, with the primary project being undertaking an inventory of the Town's tree canopy. Your day-to-day responsibilities will also include important administrative assistance to the Town's planning staff which will include updating and improving the electronic and paper file management system and updating GIS records. Data entry and mapping skills and experience and desktop publishing ability is preferred for this position.

Heritage Interpreter – 2 Positions (Young Canada Workers)

The Heritage Interpreter will conduct tours, educational programs, workshops and special events. The student(s) will assist with the development of collaborative community programs (i.e. Movies Under the Stars) exhibitions, research and outreach initiatives to increase awareness of the museum's profile.

Tourism Summer Student – 1 Positions

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, **April 9, 2021** in confidence to:

Brenda Martineau, 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 contacted"