

Public Works Students
RECRUITMENT – 2026-PW-07

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site and has many beautiful heritage buildings and recreational facilities.

The Town is accepting applications for **two (2) Public Works Summer Students**.

Under the direction of the Supervisor of Public Works the Public Works Summer Student will perform labouring duties on a daily basis including 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.

Skills and Qualifications:

- Post-secondary student, returning to full-time studies in the Fall of 2026 (proof of enrollment or a valid student card required)
- Experience in road maintenance considered an asset.
- Ability to work outdoors in all weather conditions.
- Capable of performing the physical requirements of the position.
- Valid Class 'G' driver's license.
- Provision of satisfactory valid Criminal Record and Driver's Abstract.
- Certifications related to: chainsaw use, working in confined space, working at heights all an asset.
- Strong knowledge of maintenance practices, safety protocols, and facility operations.
- Excellent time management skills.
- Strong problem-solving and decision-making abilities.
- Ability to work independently and within a team.

Position Type: Seasonal (May to August) – 16 weeks
Location: Public Works Building, Air Care Drive
Hours of Work: 40
Spring Hours (Monday to Friday 7:30 a.m. to 4:00 p.m.)
Summer Hours (Monday to Thursday 6:00 a.m. to 3:30 p.m and Friday 7:30 a.m. to 11:00 a.m.)
Wages: \$18.00-\$19.00

How to Apply:

Qualified applicants are invited to submit their resume and cover letter quoting recruitment number 2026-PW-07 by **Monday March 16, 2026 at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at careers@smithsfalls.ca

It is preferred that emailed applications be submitted in one file preferable in MSWord or Adobe format.

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.