

## **Waste Management Student**

### **RECRUITMENT NUMBER 2026-PW-06**

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 10,000. 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 **one (1) Waste Management Student** position to support the Town's Environmental programs, services, and operations. Under the direction of the Environmental Services Coordinator or designate, the Waste Management Student will assist with a variety of waste diversion and composting operations, and environmental monitoring activities. They will collect and update data relating to the municipal Waste management program; perform curbside waste audits, and support operations at the municipal compost site.

#### **Qualifications:**

- Post-secondary student, returning to full-time studies in the fall of 2026 (proof of enrollment or a valid student card required).
- Currently enrolled in a post-secondary program in Environmental Science, Environmental Technology, Civil Engineering Technology, or a related discipline.
- Interest in municipal waste management, recycling programs, landfill operations, and environmental protection.
- Strong organizational skills and attention to detail.
- Proficient in Microsoft Office applications, particularly Excel and Word.
- Ability to self-manage assigned tasks while working independently or in a team.

#### **Conditions of Employment:**

- Valid Class 'G' driver's license.
- Provision of satisfactory valid Criminal Record and Driver's Abstract.
- Ability to work outdoors and travel to municipal waste facilities and operational sites.
- Compliance with the Town of Smiths Falls health and safety policies and procedures, including the use of required personal protective equipment.

**Position Type:** Seasonal (May to August)  
**Location(s):** Town Hall, 77 Beckwith Street North and the Compost Site (County Road 43, Smiths Falls).

**Hours of Work:** 35 hours per week as scheduled including a requirement to work at the Compost Site every third Saturday (8:00 a.m. to 4:00 p.m.).

**Wages:** \$18.00 - \$19.00 per hour

#### **How to Apply:**

Qualified applicants are invited to submit their resume and cover letter quoting recruitment **2026-PW-06** by **Friday March 20th, 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](mailto: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.*