

## Township of Montague

### Employment Opportunities

#### SUMMER STUDENT – PUBLIC WORKS (2)

Reporting to the Lead Hand, and working with public works members, the public works summer student(s) will assist with the activities of the public works department. The job primarily consists of outside work and may be labour intensive. The duties will include:

- Traffic control during road and highway maintenance activities
- General clean up responsibilities including litter collection
- Assisting with equipment and building maintenance
- Vegetation control such as grass cutting, weed whipping and invasive plant inventory activities
- Assisting with general road and asset maintenance activities, culvert inventory
- Other duties as assigned by the Lead Hand and/or Public Works Manager

The ideal candidate will have:

- High initiative and the ability to work independently often without supervision.
- Good communications skills
- Possess a valid G license
- Possess appropriate safety footwear
- Ability to lift up to 20kg
- Must be available to work from May 6, 2019 to the end of August
- Must be enrolled and returning to a post-secondary education program in the fall of 2019.

Salary will be Ontario minimum wage and hours of work will be 6:30 am – 5:00 pm Monday-Thursday, for 40 hours/week.

Interested applicants are invited to apply, no later than 4:30 pm on April 18, 2019 by email or in person to:

Shirley Szulhan  
Township of Montague  
P.O. Box 755  
Smiths Falls, ON K7A 4W6

[sszulhan@township.montague.on.ca](mailto:sszulhan@township.montague.on.ca)

We thank all applicants, but only those considered for an interview will be contacted. All information is collected under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and will only be used for candidate selection. The Township is an equal opportunity employer and accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

## **SUMMER STUDENT - ADMINISTRATION**

Reporting to the Clerk Administrator, the administrative summer student will:

- assist in the maintenance of the Township-wide system of records management;
- assist with the development and delivery of municipal events and recreation programming, and perform general office administrative duties; including, but not limited to, word processing, photocopying, filing and research.

The ideal candidate will have:

- A general knowledge of the legislation governing the municipal sector
- Strong organizational skills with some knowledge or experience with filing systems
- High initiative and the ability to work independently
- Highly developed written and verbal communication skills
- Strong interpersonal , administrative, analytical, and time management skills
- Must be enrolled and returning to a post-secondary education program in the fall of 2018.
- Must be available to work from May 6, 2019 to the end of August

Salary will be the Ontario minimum wage, and hours of work will be 9 am - 4:30 pm Monday-Friday, for 35 hours/week.

Interested applicants are invited to apply, no later than 4:30 pm on April 18, 2019 to:

Clerk Jasmin Ralph

Township of Montague

P.O. Box 755

Smiths Falls, ON K7A 4W6

[jralph@township.montague.on.ca](mailto:jralph@township.montague.on.ca)

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