



**Township of Central Frontenac
2019 Summer Student Employment Opportunities**

Eligible students must be between the ages of 15 - 24 years and have been in attendance at, and are returning to, a full-time course at a recognized secondary or post-secondary institution.

Position Title: Public Works Labourer (4)

Monday through Friday, possibility of some evening and weekend work

Duration: May 13 – August 30, 2019 (start date negotiable)

Duties: General labour and maintenance tasks, operation of tools and equipment. Must be able to work outside in varying weather conditions and perform the physical demands of the job. Must have a valid G2 Ontario Driver's Licence

Position Title: Waste Site Assistant (2)

Duration: May 13 – August 30, 2019 (start date negotiable)

Job Duties: General labour and maintenance tasks, operation of tools and equipment in connection with operation of the Township's waste sites, including education and promotion of the waste management program. Must be able to work outside in varying weather conditions and perform the physical demands of the job.

Position Title: Administrative Assistant: (1)

Duration: May 13 – August 30, 2019 (start date negotiable)

Job Duties: administrative/clerical duties, including word processing, data entry, filing, and dealing directly with the public. Must have a valid G2 Ontario Driver's Licence.

Position Title: Facilities/Building/Planning Assistant: (1)

Duration: May 13 – August 30, 2019 (start date negotiable)

Job Duties: Assisting in the building and planning department, filing, data entry, file review, light construction, painting, and assisting with facilities management documentation. Must have a valid G2 Ontario Driver's Licence.

Position Title: Fire & Rescue Administrative Assistant: (1)

Duration: May 13 – August 30, 2019 (start date negotiable)

Job Duties: Assisting with Emergency and Fire Services, tracking and recording equipment inventory, labeling and moving fire equipment, and assist with auditing incident records and training reports. Must have a valid G2 Ontario Driver's Licence.

Position Title: Public Works Administrative Assistant: (2)

Duration: May 13 – August 30, 2019 (start date negotiable)

Job Duties: Assisting with the Public Works Department filing, data entry, file review, maintenance of inventory of capital assets. Must have a valid G2 Ontario Driver's Licence.

Interested candidates are invited to submit a resume and cover letter in a sealed envelope indicating position being applied for by
February 28, 2019 at 12:00 (noon) to:

Township of Central Frontenac
Attention: Donna Longmire, Administrative Assistant
P.O. Box 89
Sharbot Lake ON K0H 2P0
Fax: 613-279-2422
E-mail: dlongmire@centralfrontenac.com

We thank all applicants who apply, but only those candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act S.O. 2001, and will only be used for purposes of candidate selection.