

## MEETINGS OF COUNCIL

### Town Council Summer Break Notice

Please Note: There will be no weekly meetings of Council during the months of July and August.

Regularly scheduled weekly meetings will resume September 4th, 2018.

## FRESH AIR FITNESS AT RIVERSIDE PARK!

The Recreation and Culture Department is pleased to partner with Heritage Community Fitness and To The Mat Yoga to present six weeks of free fitness classes on Saturday mornings!

Meet us behind CPHS at the Basketball Courts at 9:00am for the following classes:

August 11 - Yoga with Perry  
August 18 - Zumba with Isabel  
August 25 - Yoga with Catherine

No registration necessary! Please ensure you wear comfortable clothing and running shoes! For more information please contact: Jessica Hansen (613) 257-1704

## EMPLOYMENT OPPORTUNITIES

### On Call Crossing Guard

The Corporation of the Town of Carleton Place invites applications for the position of **On Call Crossing Guard**.

The Town of Carleton Place requires On Call Crossing Guards to assist school children in crossing roads safely at designated school crossing locations in accordance with the Ontario Highway Traffic Act, the Occupational Health & Safety Act and Corporation policies. We are seeking effective individuals with excellent managerial, organizational and communication skills.

The successful applicant(s):

- Superior customer service skills and the ability to work with minimal supervision,
- Demonstrate a good sense of judgement to be able to determine timing for safe entry into the flow of traffic,
- Be dependable, shift available, physically fit, of good character and possess an understanding of young people,
- Be willing to work in all forms of weather, including extremes of heat, humidity, cold, rain, snow, sleet, and wind and be capable of working under all types of road conditions, exposure to traffic noise and exhaust from vehicles, and
- Must supply a satisfactory criminal record and vulnerable sector screening check dated within the last 30 days as a condition of employment.

A detailed job description, for this position, can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca)

Interested applicants are invited to submit an application in confidence by 12:00 PM on Wednesday, August 22nd quoting "On Call Crossing Guard" attention Human Resources by:

**Mail:** Town of Carleton Place  
175 Bridge Street  
Carleton Place, ON K7C 2V8

**Email:** [hr@carletonplace.ca](mailto:hr@carletonplace.ca)  
**Facsimile:** 613 257 8170

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

## EMPLOYMENT OPPORTUNITY

The Town of Carleton Place Recreation and Culture department is currently accepting resumes for Seasonal Concession Attendants.

Summary: The concession attendant participates in the canteen operations by serving customers, preparing food, performing clean-up of canteen and equipment, counting inventory and counting cash receipts.

Qualifications/Experience:

1. Must be 15 years of age to work due to working with fryer.
2. Excellent verbal communication skills, effective customer relation skills.
3. Basic mathematical skills.

4. Accurate recording of data, cash receipts, and bank deposits.
5. Work is primarily manual or clerical.
6. Trustworthy and dependable.
7. Experience operating calculators and cash registers an asset.
8. Experience in food service an asset.

The 2018 rate of pay is minimum wage. A detailed job description for this position can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca)

Interested applicants are invited to submit an application in confidence by 1:00 P.M. on Thursday, August 16, 2018 quoting "Seasonal Concession Attendants":

**Mail:** Town of Carleton Place  
Attn: Human Resources  
175 Bridge Street  
Carleton Place, ON K7C 2V8

**Email:** [hr@carletonplace.ca](mailto:hr@carletonplace.ca)  
**Facsimile:** 613-257-8170

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

## EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking individuals to fill the part time position of Facilities Labourer/Operator II.

Summary: Reporting directly to the Manager of Recreation and Culture, the Facilities Labourer/Operator II will provide operational support to the Recreation & Culture Department by assisting with maintenance of municipal facilities, equipment and grounds. The responsibilities include general labour duties as required to clean, maintain and keep safe municipal recreation facilities and equipment.

Qualification/Experience:

1. Possess and maintain a valid Class G licence.
2. Grade 12 education and minimum of 2 years of experience.
3. Experience operating grounds keeping equipment, trucks, and tractors.
4. Ability to perform maintenance, janitorial, parks and other facility operational duties.
5. Must be able to work independently as well as part of a team.
6. Ability to maintain a professional demeanor at all times when dealing with the public and volunteers.
7. Physically capable to perform general labour and maintenance duties.
8. First Aid and CPR-AED certification an asset.
9. Vulnerable Sector Check.
10. Must be able to handle multiple tasks at one time, and
11. Smart Serve Ontario Certificate.

The 2018 rate of pay is \$16.96 - \$19.46 per hour. A detailed job description, for this position, can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca)

Interested applicants are invited to submit an application in confidence by 1:00 PM Thursday, August 16, 2018 quoting "Facilities Labourer/Operator II" Attention Human Resources by:

**Mail:** Town of Carleton Place  
Attn: Human Resources  
175 Bridge Street  
Carleton Place, ON K7C 2V8

**Email:** [hr@carletonplace.ca](mailto:hr@carletonplace.ca)  
**Facsimile:** 613-257-8170

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

## EMPLOYMENT OPPORTUNITY

The Town of Carleton Place Recreation and Culture department is currently accepting resumes for Facilities Attendant.

Summary: Reporting directly to the Manager of Recreation and Culture, the Facilities Attendant will provide operational support to the Facilities Operators on duty by assisting with maintenance of the facility, related equipment, and ice surfaces. The responsibilities will include manual labour support for special events, hockey games, tournaments, and public skating events.

Qualifications/Experience:

1. Minimum age of 14 per E.S.A. regulations.
2. Ability to perform maintenance, janitorial, parks and other facility operational duties.
3. Must be able to work independently as well as part of a team.
4. Ability to maintain a professional demeanor at all times when dealing with the public and volunteers.
5. Physically capable to perform general labour and maintenance duties as well as skating for public skating monitoring.
6. First Aid and CPR-AED certification an asset.
7. Vulnerable Sector Check, and
8. Must be able to handle multiple tasks at one time.

The 2018 rate of pay is \$14.28 - \$16.39 per hour. A detailed job description for this position can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca)

Interested applicants are invited to submit an application in confidence by 1:00 P.M. on Thursday, August 16, 2018 quoting "Facilities Attendant":

**Mail:** Town of Carleton Place  
Attn: Human Resources  
175 Bridge Street  
Carleton Place, ON K7C 2V8

**Email:** [hr@carletonplace.ca](mailto:hr@carletonplace.ca)  
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Ocean Wave Fire Company is seeking

# PAID-ON-CALL FIREFIGHTERS

(volunteer)

For the complete application package, please visit:

[www.carletonplace.ca](http://www.carletonplace.ca)

Submit the application and documents in person or by email by Friday, August 31, 2018 @ 4:00 p.m. to the following:

Town of Carleton Place  
Attention: Human Resources  
175 Bridge Street, Carleton Place ON K7C 2V8  
Email [hr@carletonplace.ca](mailto:hr@carletonplace.ca)  
Fax 613 257 8170

