

Tuesday, March 24, 2020

7:00 p.m. Council

Followed by: Committee of the Whole

EMPLOYMENT OPPORTUNITY

DIRECTOR OF PUBLIC WORKS

\$104,485 - \$129,386 (2020 Rates)

The Town of Carleton Place is seeking an individual to fill the full-time position of Director of Public Works.

A detailed job description is available on the Town's website at www.carletonplace.ca/employmentopportunities

Interested applicants are invited to submit an application in confidence by 1:00 PM Tuesday, March 24, 2020 quoting "Director of Public Works", Attention Human Resources by:

Mail: Town of Carleton Place
Attn: Human Resources

Email: hr@carletonplace.ca

Facsimile: 613-257-8170

175 Bridge Street, Carleton Place, ON K7C 2V8

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 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 an individual to fill a contract (minimum 6 months) position of Receptionist - Accounting Assistant. The incumbent will work two days per week (Tuesday is mandatory) but may work additional hours based on the needs of the department.

A detailed job description is available on the Town's website at www.carletonplace.ca/employmentopportunities

The 2020 salary range is \$21.04 - \$24.14 per hour.

Interested applicants are invited to submit an application in confidence by 11:00 AM Wednesday, March 18, 2020 quoting "Contract Receptionist-Accounting Assistant" Attention Human Resources by:

Mail: Town of Carleton Place
Attn: Human Resources

Email: hr@carletonplace.ca

Facsimile: 613-257-8170

175 Bridge Street, Carleton Place, ON K7C 2V8

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PUBLIC NOTICE

FACILITY/ASSET NAMING

The Town of Carleton Place is currently accepting applications for the naming of the following municipal assets:

1. Parkland - 200 Bridge Street - site of the Roy Brown Statue
2. Neighbourhood Park - Olympia Subdivision - Dunlop Road

Application forms are available on-line at www.carletonplace.ca. Applications may be submitted by mail, hand or by e-mail no later than 4:00 p.m. on Thursday, March 26, 2020 to the following:

Stacey Blair, Clerk
The Town of Carleton Place
175 Bridge Street
Carleton Place, Ontario
K7C 2V8
sblair@carletonplace.ca

EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking individuals to fill the following summer positions:

- Public Works Household Hazardous Waste (HHW) Attendant; 2020 pay range is PB grid, \$16.15 to \$18.53 per hour; only Saturdays 7:30 AM – 12:30 AM, May - September
- Public Works Student Labourer; 2020 pay range is PA grid, \$14.57 - \$16.72 per hour; schedule is Monday – Saturday, May - September
- Facilities/Parks Labourer – Summer; 2020 pay range is PA grid, \$14.57 - \$16.72 per hour; schedule is 40 hours per week, varied shifts during May - September
- Facilities Labourer (Horticulturalist); 2020 pay range is PA grid, \$14.57 - \$16.72 per hour; schedule is 40 hours per week, varied shifts during May - September

Detailed job descriptions can be found at www.carletonplace.ca

Interested applicants are invited to apply in confidence by 10:00 AM Friday, March 27, 2020 quoting the position(s), Attention Human Resources by:

Mail: Town of Carleton Place
Attn: Human Resources

Email: hr@carletonplace.ca

Facsimile: 613 257 8170

175 Bridge Street, Carleton Place, ON K7C 2V8

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