

TOWN OF CARLETON PLACE

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EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking an individual to fill the position of **Public Works/Environmental Summer Student**.

Summary: The Town of Carleton Place is seeking a hardworking, team-oriented, well-organized individual for the position of Environmental Summer Student. This position will primarily focus on providing administrative and operational support to several aspects of the Public Works Department.

Qualification/Experience:

1. The preferred applicant would be enrolled in a university or college level Environmental Program.
2. Experience working a customer service and/or municipal environment would be an asset.
3. General office duties, including scanning and filing documents.
4. Assist with operations at the Compost Yard and/or Household Hazardous Waste Depot as required.
5. Assist Public Works staff with storm pond inspections.
6. Assist Public Works staff and/or Urban Forest Committee member in the creation of an inventory of municipal trees as required.
7. Organize and conduct a waste audit.
8. Strong MS Office computer skills including Word, Excel, and PowerPoint.
9. Possess and maintain a valid Ontario Class "G2" or "G" driver's licence, minimum of two years driving experience and the use of a vehicle for business purposes.

The 2023 salary range is \$16.53 - \$21.06 per hour based on a total of 36.25 hours per week and will be required to work weekdays (8:30am-4:30pm), Saturday mornings (7:30am-12:30pm) and Wednesday Evenings (as required). The employee will be required to work in all types of weather conditions.

A detailed job description, for this position, can be accessed at www.carletonplace.ca

Qualified candidates are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format by **1:00 PM Wednesday, March 29, 2023**, quoting "Public Works/Environmental Summer Student" Attention Human Resources by email hr@carletonplace.ca



TOWN OF CARLETON PLACE JOB DESCRIPTION

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|------------------------|--|
| DEPARTMENT: | Public Works Department |
| DIVISION: | |
| JOB TITLE: | Public Works / Environmental Summer Student |
| EMPLOYEE GROUP: | Non-Union |
| PAY GRID: | 3 |
| SUPERVISOR: | Environmental Compliance Coordinator |
| REVISION DATE: | February 2023 |

POSITION SUMMARY:

The Town of Carleton Place is seeking a hardworking, team-oriented, well-organized individual for the position of Environmental Summer Student. This position will primarily focus on providing administrative and operational support to several aspects of the Public Works Department.

DUTIES AND RESPONSIBILITIES:

1. General office duties, including scanning and filing documents.
2. Assist with operations at the Compost Yard and/or Household Hazardous Waste Depot as required.
3. Assist Public Works staff with storm pond inspections.
4. Assist Public Works staff and/or Urban Forest Committee member in the creation of an inventory of municipal trees as required.
5. Organize and conduct a waste audit.
6. Attend all mandatory safety training.
7. Maintain a clean work environment.
8. Abide by all safety regulations and applicable legislation.

The above statements are intended to describe the general nature and level of the work being performed in this position. However, municipal work is varied in nature and employees will be required to perform duties in addition to the duties listed above from time to time as directed by their supervisor.

POSITION REQUIREMENTS

- Must possess a valid G or G2 driver's license and a minimum of two years driving experience.
- Able to perform physical work in all types of weather conditions.

EDUCATIONAL REQUIREMENTS:

The preferred applicant would be enrolled in a university or college level Environmental Program.

EXPERIENCE:

Experience working a customer service and/or municipal environment would be an asset.

SKILLS AND ABILITIES:

1. Strong focus on customer service.
2. Excellent people skills to effectively work with co-workers and interact with the public.
3. Able to work independently with direction.
4. Must be proficient in Microsoft Office.
5. Staff must provide their own CSA green triangle boots (in good condition). The employer shall provide all other personal protective equipment.

WORKING CONDITIONS:

The employee will be required to work in all types of weather conditions.

The employee will be required to work weekdays (8:30am-4:30pm), Saturday mornings (7:30am-12:30pm) and Wednesday Evenings (as required). Employee will work a total of 36.25 hours each week.

PHYSICAL DEMANDS:

This position can physically strenuous and a demanding job at times depending on the given task. Staff could be required to lift, carry, pull, and manage heavy objects up to 35-40kg and stand for extended periods of time.

ENVIRONMENTAL CONDITIONS:

This position involves working in all weather conditions ranging from cold to hot and humid. The position may be exposed to unpleasant sights and smells and may be exposed to dangerous and/or toxic substances and must take the necessary precautions to protect eyes, nose, and skin.

SENSORY DEMANDS:

Staff must be able to read smaller text on labels without difficulty.

MENTAL DEMANDS:

The applicant must complete tasks in a timely manner. All Public Works staff must be able to effectively interact with the public in a courteous and respectful manner. The employee shall notify their Supervisor or designate of any operational problems or issues and ensure work is carried out according to quality standards established by the Town of Carleton Place.

SAFETY:

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town’s Safety Policy and understand their:

- Right to Participate.
- Right to Know.
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town’s Health and Safety Policy and comply with the Occupational Health & Safety Act.

WORKING RELATIONSHIPS:

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|-----------------|---|
| INTERNAL | CAO, Department Heads, Supervisor, Support Staff, Members of Council. |
| EXTERNAL | General Public, Trades and Construction Professionals, Ministry Representatives |