



Development and Works Department **Summer Student Employment Opportunities**

Employment terms for these positions have yet to be determined; however, students are normally engaged for approximately 16 weeks. Start date is flexible, but typically commences during the first week of May. The availability of these positions is subject to funding approval by Town Council.

POSITION A - Public Works Garage - 40 hour work week (Monday – Friday)

We are seeking a university/college student to assist staff with a variety of duties including road and sidewalk construction/repair and park maintenance, surveying and completing conditions surveys. Experience in construction and operating landscape maintenance equipment such as weed eaters, lawnmowers, etc. will be considered an asset.

POSITION B – GIS/Engineering/Planning Student – 35 hour work week (Monday – Friday)

We are seeking a university/college student to assist staff with a variety of administrative and technical duties. The successful candidate will be engaged in land use planning, public works activities and the GIS program for the Town of Renfrew. The student will assist in field data collection, utilizing and modifying a database and associated forms, data manipulation and computer aided drafting. Excellent computer skills are essential in this position. Proficiency in MS Access, AutoCAD 2000 and ArcGIS, MS Word, Excel and PDF (Acrobat Pro) web browsers would be beneficial.

University/college students who have successfully completed at least the first year in a GIS/Engineering program or who are enrolled in planning, business, records management, or any other similar program will be considered for this position.

Post Secondary Students interested in EITHER OF THE ABOVE employment opportunities may submit a resume, including a cover letter by mail, fax (613)432-8265 or email (WORD documents or PDF) at jcoulas@renfrew.ca. Julie Coulas, Office Coordinator, c/o The Development & Works Office, 127 Raglan Street South, Renfrew, Ontario K7V 1P8

Deadline for applications extended to: Thursday, March 29, 2018
Please note only successful applicants will be notified.

We thank all applicants for their interest - only those selected for an interview will be contacted. The Town of Renfrew is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

The Town of Renfrew will attempt to provide reasonable accommodation for a known disability for an applicant or employee if requested.