



## **TOWNSHIP OF RIDEAU LAKES SUMMER STUDENT EMPLOYMENT OPPORTUNITIES**

The Public Works Department is seeking to hire 3 college/university students to fill summer positions:

- 2 – Municipal Properties
- 1 – Public Works Office Admin

Students must be mature, responsible and able to work in both a team and individual environment. Successful candidates must be available to start work May 1st. All applicants must possess a valid G Driver's license and must be returning to school in the fall.

The positions for Municipal Properties involve, but are not be limited to, lawn maintenance, equipment maintenance, record keeping, building maintenance and waste/recycling collection. Students applying for these positions must be available and willing to work Sunday afternoons. Most, if not all, of the work will be outside.

The Public Works Office Admin position will involve daily traffic count data collection and reporting, as well as administrative duties including data entry, audits, landfill site inspections, report writing and filing. Candidates should have a strong background in computer programs, and be proficient in Excel.

Interested students should send their resume with a cover letter, clearly indicating the position which they are applying for, in confidence by mail or email to:

Michelle Jones  
Manager of Facilities & Environmental Services  
Township of Rideau Lakes  
1439 County Road 8  
Delta, ON K0E 1G0  
[michelle@twprideaulakes.on.ca](mailto:michelle@twprideaulakes.on.ca)

**Deadline for applications is March 9, 2018 at 4:00pm.**

The Township of Rideau Lakes is an equal opportunity employer. All qualified candidates are encouraged to apply. We thank all who apply; however, only those applicants to be interviewed will be contacted.