

TOWN OF RENFREW
Summer Student Employment Opportunities
Development and Works Department

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 – Thursday)

We are seeking a summer 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 park maintenance equipment such as weed eaters, lawnmowers, etc. will be considered an asset.

POSITION B - Environmental Student – 40 hour work week (Tuesday – Saturday)

We are seeking a summer student to assist staff with various environmental/waste management related matters. The successful candidate will be involved in all facets of solid waste management, including, but not limited to, the following:

- Household Hazardous Waste Depot operations.
- Survey work at landfill site to determine fill rate and capacity.
- Ground and well water sampling.

Students presently studying environmental engineering or a related discipline at the post-secondary level will be considered for this position. WHMIS training would be an asset.

POSITION C - Planning Student – 35 hour work week (Monday - Friday)

We are seeking a summer student to assist staff with a variety of administrative and technical duties. The successful candidate will be engaged in land use planning and public works activities.

Excellent computer skills are essential for success in this position. Proficiency in MS Word, Excel, Access, and web browsers is required. University/college students enrolled in planning, business, records management, or any other similar program will be considered for this position.

POSITION D – GIS/Engineering Student – 35 hour work week (Monday - Friday)

We are seeking a summer student to assist staff with the GIS program for the Town of Renfrew. The successful candidate will assist in data collection, utilizing and modifying a database and associated forms, data manipulation and computer aided drafting.

Excellent computer skills are essential for success in this position. Proficiency in MS Access, AutoCAD 2000 and ArcGIS is required. Proficiency with MS Word, Excel and web browsers would be beneficial. University/college students who have successfully completed at least the second year in a GIS or Engineering program will be considered for this position.

Individuals interested in ANY OF THE ABOVE employment opportunities may submit a resume, including a cover letter by mail, fax (613)432-8265 or email (WORD documents only) at jwren@town.renfrew.on.ca.

Julie Wren, Office Co-ordinator, c/o The Development & Works Office
127 Raglan Street South, Renfrew, Ontario K7V 1P8

Deadline for applications: Friday, March 19, 2010
Please note only successful applicants will be notified.