



DISTRICT OF STEWART

JOB POSTING

SUMMER STUDENT EMPLOYMENT – Temporary (Term)

The District is inviting applications for 3 Summer Student positions: 2 in the Public Works Department (high school), and 1 at the Municipal Office (post-secondary).

These are seasonal positions - 40 hours per week in Public Works and 35 hours per week at the Municipal Office.

This term will be for a maximum of 16 weeks, from May 8th – August 31, 2017.

Duties – Public Works:

Applicant will be in good physical condition, have the ability to perform heavy manual labour jobs and be able to deal effectively with co-workers and the public.

- General labour – assisting with summer work projects such as road maintenance, water and sewer line repair, building maintenance
- grass cutting, weeding of flower beds, raking of lawns by edge of pavement to remove gravel, litter & debris;
- pickup by landfill and around District in general;
- helping mechanic to do basic repairs to vehicles, flagging for job sites, and any other job deemed necessary by Public Works.

Duties – Municipal Office:

Applicant should have a good working knowledge of MS Office applications and be able to deal effectively with co-workers and the public.

- General – answering phone, accepting tax and other payments, customer service
- Finance – will be trained for basic tasks using Muniware software
- Clerk assistance – preparing documents and agendas
- Document management – organizing and filing maps and other official documents
- Community information projects – engaging residents and providing information on emergency management and recycling services.

Qualifications

Applicant must have a social insurance number and qualify for Canada Summer Job program (Canadian Citizen, 15-30 yrs of age, currently registered and returning to school as full time student). A valid drivers license is a plus.

Position is under collective agreement Salary for high school student will be \$19.00/hr, post-secondary \$22.81/hr,

Closing Date

Resumes, with a covering letter and the names of three references, will be accepted at the District office by 4:00 pm on Friday, April 28, 2017.

Attention: Tarra Barker, Administrative Assistant
705 Brightwell Street, P.O. Box 460, Stewart, BC V0T 1W0
admin@districtofstewart.com