



## 2021 SUMMER EMPLOYMENT OPPORTUNITIES

The Town of Greater Napanee is accepting resumes for the following 2021 summer positions. The rate for summer positions is \$16.72/hr. All work weeks are subject to varying shifts, including evenings and weekends.

### Positions:

#### **Information Technology (1 Position) HR. File #03-2021**

– May 25, 2021 to August 27, 2021 (14 Weeks) – 35 hrs/week

#### **Parks/Facilities/Cemetery Maintenance - HR. File #06-2021**

– May 17, 2021 to August 27, 2021 (17 weeks) – 40 hrs/week

### Qualifications:

- Must have a valid Driver's Licence, be at least 16 years of age and returning to school in the Fall of 2021

Please see the Town's website at [www.greaternapanee.com](http://www.greaternapanee.com) for complete job descriptions.

Resumes, along with a letter of intent, **clearly marked with HR File# or File #'s** for positions you wish to be considered for, can be dropped off or mailed to: Town of Greater Napanee, Attention: Michelle King, HR Co-ordinator, 124 John Street, P.O. Box 97, Napanee, Ontario, K7R 3L4, or email to [hr@greaternapanee.com](mailto:hr@greaternapanee.com) until noon May 10, 2021.

The Town of Greater Napanee is an equal opportunity employer. We accept all resumes, however, only those candidates invited for an interview will be acknowledged. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. The Town conforms to all Freedom of Information and Protection of Privacy Act requirements.

**Position Title: Information Technology Intern**

**Position #:**

**Reports To:** General Manager Community and  
Corporate Services

**Department: Information Technology**

**Service Area: Community & Corporate Services**

**Last Updated: March 2018**

**Association: N/A**

**General Purpose of the position:** To provide software, website and special IT Project support to municipal staff

**Functional Duties:**

1. Maintain and track IT service requests for all departments within the Town.
2. Configure, monitor and manage servers and systems, networks and applications to ensure high levels of availability of the supported business systems.
3. Provide hardware/software support on voice communications and mobile computers for internal users.
4. Monitor and manage the Town website and online, social media presence.
5. Work with Tourism staff to develop mobile applications

**Certifications or Licensing Required:** Enrolled in a post secondary computer engineering, programming or web management

Program

**Certification or Education Assets:** Class G Driver's Licence

**Additional Information on Position:** This position works 35 hours per week and normally works 16 weeks per year

**Position Title:** Facilities Labourer Student (Summer)      **Position #:**

**Reports To:** Facilities Lead Hand

**Department:** Facilities

**Service Area:** Infrastructure Services

**Last Updated:** November 2016

**Association:** N/A

**General Purpose of the position:** To maintain facilities and provide set up for special events

**Functional Duties:**

1. Provides grass cutting, weeding, flower bed maintenance, field lining and maintenance for all parks sport fields and municipal cemeteries
2. Collection and disposal of waste, general cleaning of facilities and buildings and setup for events
3. Maintain good public relations with all stakeholders and ensure facility users act in an orderly fashion and report infractions to supervisors.
4. Provide general maintenance on equipment used on a daily basis
5. Act in accordance with all municipal policies, ministry of transportation and ministry of labour regulations

**Certifications or Licensing Required:** Class G 2 Drivers Licence

**Certification or Education Assets:** Class G Licence,

**Additional Information on Position:** This position works 40 hours per week on shift work and normally works 17 weeks per year