

Fantastic Scenery,

Fresh Air &

Friendly

Faces

Located an hour east of Toronto, the thriving Southeastern Ontario community of **Northumberland County** has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Summer Students

- **contract (May to September)**

GIS Assistant

You will collect GPS data for signs, bridges, road centrelines, culverts, catch basins, and various other municipal infrastructures and support road construction projects to assist with inspections, quality control, asphalt sampling, and ticket taking. You have a background in geomatics or a GIS-related program, strong understanding of the importance of data collection standards, familiarity with the Magellan Promark 3 GPS handheld unit, and a valid Class G driver's licence. In order to be considered for this position, a driver's abstract must be submitted with resume.

Transportation & Waste Technicians

Reporting to the Construction Supervisor, you will assist in the construction maintenance and administration of transportation and waste programs, surface treatment programs, the clearing of trees/shrubs, guide post and rail building, installation of culverts, seeding and sodding, and directing traffic. You have a Class G driver's licence, First Aid/CPR training, and appropriate safety footwear. In order to be considered for these positions, a driver's abstract must be submitted with resume.

Construction Inspection Assistant

Reporting to the Project Engineering Manager, you will assist in construction inspection and quality control, analyze reports, plans, prints, and specifications, and inspect soils, asphalt, and concrete materials to meet conformance standards. You have completed at least one year of a civil/construction engineering technician or technologist program and are knowledgeable of road construction materials/methods and storm sewer and culvert design. You have a Class G driver's licence, a clean abstract, and First Aid/CPR and OTM Book 7 training.

Tourism Assistants

Providing support services to the Tourism Department, you will have general administrative duties and be involved with travel guide distribution, event coordination, brochure development, website content updates, tourism photo library management, and addressing consumer inquiries. Highly motivated and a skilled communicator, you are familiar with Northumberland County's tourism assets, demonstrate proficiency with MS Office, and have a Class G driver's licence and access to a reliable vehicle. Experience in web design and/or Adobe Photoshop is considered an asset. Preference will be given to bilingual candidates.

Admin Assistant • Community & Social Services

A highly organized team player, you will provide administrative assistance as we aim to redevelop and implement improved income, employment, family, and housing service initiatives. You will work with staff and community partners to enhance professional development initiatives and internal information sources. You demonstrate exceptional time management skills and computer proficiency. Enrolment in a post-secondary social services program is preferred.

In order to be eligible, you must be between 15 and 30 years of age, registered as a full-time student in the current year, and returning as a full-time student in the fall. As a Canadian citizen, you are legally entitled to work in Canada. If you meet our criteria, please forward your resume indicating which position you are applying to, by Friday, February 10th, to:

Human Resources

County of Northumberland

555 Courthouse Road

Cobourg, Ontario K9A 5J6

e-mail: hr@northumberlandcounty.ca

fax: 905-372-1696

Interviews will be conducted between Tuesday, February 21st and Friday, March 2nd.

We thank all applicants for their interest; however, only those selected for an interview will be notified.

