

EMPLOYMENT OPPORTUNITY



Municipal Public Works Labourer

The United Townships of Head, Clara and Maria is located on the westernmost border of Renfrew County, in the Ottawa Valley.

The Municipality is seeking applications from experienced, qualified persons for the position of Municipal Public Works Labourer. This vacancy is a temporary, full time position based on a one year contract with possibility of renewal.

Reporting to the Clerk-Treasurer, the Public Works Labourer will shadow and work with the Road Superintendent and Disposal Site Attendant learning the scope and performing the various duties of each position with the end goal of being fully qualified to perform all of the duties of either position capably and without supervision.

The ideal candidate will possess the following qualifications and experience:

- Completion of secondary school or equivalent
- Road maintenance and construction experience
- Basic math skills in order to participate in budget development, preparation and administration, and the compilation of statistics and corresponding reports
- Processes, materials, tools and equipment used in the repair and construction of gravel roads
- General electrical system, mechanic, carpentry and/or plumbing maintenance knowledge
- Traffic control training (or willingness to complete upon hire)
- Chainsaw Operator's Course (or willing to complete training)
- Basic computer knowledge
- Good public relations skills

For a complete job description, visit our website: www.townshipsofheadclaramaria.ca. Salary for the position ranges from \$34,403.20 - 38,209.60 based on a 40 hour work week (dependent on education and experience).

Interested candidates are invited to submit a cover letter and resume clearly marked "Municipal Public Works Labourer Vacancy" prior to 12:00 pm, Friday December 20, 2019 to the attention of:

Crystal Fischer
Clerk-Treasurer
The United Townships of Head, Clara and Maria
15 Township Hall Road
Stonecliffe ON K0J 2K0

Or email: crystal@headclaramaria.ca with subject line clearly stating “Municipal Public Works Labourer Vacancy”.

The United Townships of Head, Clara and Maria is committed to providing accommodations for persons with disabilities. Please let us know if you require accommodation.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information and any supporting material is obtained and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection.