



THE CORPORATION OF THE TOWN OF AMHERSTBURG 2021 SUMMER STUDENT LOTTERY APPLICATION GUIDELINES

Available Positions:

Available positions will be determined based on budget availability and departmental need at the beginning of the year.

Eligibility:

Individuals applying for summer student positions must meet the following criteria:

1. Must be between the ages of 16 and 30 by May 1, 2021
2. Must be in attendance at a secondary school, college or university and must be returning to school on a full time basis in September, and provide proof of enrollment
3. Must be able to start work full-time on May 1, 2021 or the first working day thereafter
4. Must be able to work the entire term that was advertised
5. Must be legally entitled to work in Canada
6. Must possess a valid Class G2 Driver's Licence at minimum in good standing
7. Must be able to provide copies of required documents (Driver's Licence, Driver's Abstract, Police Clearance)

Summer Student Lottery Hiring Guidelines:

1. Eligible applicants and returning students must apply online at careers.amherstburg.ca no later than the deadline established and advertised on the Town's website and in the newspapers.
2. Returning students must have a satisfactory performance review from the previous year to be considered.
3. No more than 50% of available positions in any category will be filled by returning students. In the event that more applications are received than available positions, a separate lottery will be held for those students who have applied as a returning student.
4. No student will be considered for employment for more than three (3) consecutive years.

5. A random number generator program will be used to select the order in which students are selected for an interview.
6. Students selected for an interview will be contacted at the telephone number they have provided. Only three (3) attempts will be made to contact individuals and, if unavailable, their name will be eliminated from the process.
7. A successful applicant will be offered a position based on the results of their interview. If he/she refuses the position being offered, his/her name will be eliminated from the process and the next suitable candidate will be offered the position.
8. The selection process will continue using the numbers generated by the lottery process until all vacant positions are filled.
9. Should all applicants be assigned a position and vacancies still be available, then traditional hiring methods will be followed.
10. Offers of employment that result from the lottery program are not guarantees of employment for the entire summer. Acceptable performance and attendance and adherence to Town policy are required to maintain the position.
11. Students who cannot produce documentation when requested to confirm their eligibility and who do not comply with any of the requirements noted above will be eliminated from the lottery.



**THE CORPORATION OF THE TOWN OF AMHERSTBURG
SUMMER STUDENT PROGRAM
PARKS, FACILITIES, RECREATION AND CULTURE
PARKS STUDENT GENERAL LABOURERS
JOB PROFILE**

Nature of Work

The Parks Student General Labourers perform various duties related to the Parks Division. Work must be executed with exceptional attention to detail, minimal supervision and a high level of professionalism.

Controls Over the Work

Under the direct supervision of the Manager of Parks and Naturalized Areas, the Parks Student General Labourers perform a variety of duties in order to maintain and enhance the Town's assets.

Particulars of Position

- The regular working hours are up to 7.5 hours per day, Monday to Sunday, and may include evenings and holidays
- Wages to be paid as per the current Part Time Wage Grid

Required Qualifications

- Must possess and maintain a valid Class "G2" driver's licence at the minimum
- Must be able to perform job related duties which including lifting, carrying, pushing and pulling heavy objects
- Able to perform constant standing, walking, bending and crawling
- Experience operating all types of hand and power tools and motorized equipment, such as lawnmowers, power trimmers, etc. is an asset
- Must enjoy working outdoors in all weather
- Some positions may require weekend work into October
- Must demonstrate the ability to work without supervision
- Must be professional in dealing with the public
- Must be observant and attentive to detail
- Must be self-motivated and reliable
- Must be able to understand and adhere to the Occupational Health and Safety Act and Town Health and Safety policies and procedures

Duties of the Various Positions

The work required for the following positions will include but not be limited to the essential duties for each position listed below:

- ***Waterer***
 - Watering of hanging baskets and planters
 - Monitoring/assessment and maintenance of planters and hanging baskets
- ***Horticultural Assistance***
 - Assistance in tree/brush trimming,
 - Assistance in the construction and maintenance of flower beds and landscaping initiatives
 - Gardening tasks including but not limited to watering, weeding, planting, pruning, deadheading, fertilizing and mulching
- ***Parks Labour***
 - Assistance in general parks and town owned property maintenance including maintaining gardens, walkways and buildings
 - Cutting trees, weeds and grass from roadsides, ditches and parks
 - Sporting facility and turf maintenance including ball diamond maintenance
 - Garbage collection
 - Special events assistance and cleanup including moving picnic tables, delivery and pickup of barricades, and garbage containers
 - Painting parks equipment and facilities including bleachers, buildings, etc.
 - Building maintenance including cleaning, painting and exterior cleanup
 - Other duties as assigned



**THE CORPORATION OF THE TOWN OF AMHERSTBURG
SUMMER STUDENT PROGRAM
ENGINEERING AND PUBLIC WORKS
PUBLIC WORKS STUDENT GENERAL LABOURERS
JOB DESCRIPTION**

Nature of Work

The Public Works Student General Labourers perform various duties within endeavours related to the Engineering and Public Works Department. Work must be executed with exceptional attention to detail, minimal supervision and a high level of professionalism.

Controls Over the Work

Under the direct supervision of the Supervisor of Environmental Services and/or the Supervisor of Roads and Fleet, and the indirect supervision of the Manager of Environmental Services and the Manager of Roads and Fleet, the Public Works Student General Labourers perform a variety of duties in order to maintain and enhance the Town's assets.

Particulars of Position

- Normal working hours would be 7:00 a.m. to 3:00 p.m. Monday to Sunday, including weekends and holidays
- Work hours may range from 10 to 37.5 hours per week within the above time frame but no minimum amount of hours can be guaranteed
- The opportunity is available to extend the work period to free days within the school year
- Wages to be paid as per the current Part Time Wage Grid

Qualifications Required (Minimum)

- Must possess and maintain a valid Class "G2" Driver's Licence at the minimum
- Able to perform job related duties which includes being physically fit and capable of lifting, carrying, pushing and pulling heavy objects
- Able to perform constant standing, walking, bending and crawling
- Experience operating all types of hand and power tools and motorized equipment, such as lawnmowers, power trimmers, etc. is an asset
- Must enjoy working outdoors in all weather
- Must demonstrate the ability to work without supervision
- Must be professional in dealing with the public
- Must be observant and attentive to detail
- Must be self-motivated and reliable

- Must be able to understand and adhere to the Occupational Health and Safety Act and Town Health and Safety policies and procedures

Duties of Various Positions

The work required for the following positions will include but not be limited to the essential duties for each position listed below.

2) *Public Works - Water and Wastewater Division*

- Hydrant Maintenance including painting and weed trimming around existing hydrants
- Assistance in the valve exercising program
- GPS collection of the water related infrastructure
- Other duties as assigned

3) *Public Works - Roads and Fleet Division*

- *General Labour*
 - Weed trimming and removal using manual and power equipment
 - Debris clean up including roadkill
 - Assistance in the line painting of roads
 - Road repairs including cold patching, supervised hot asphalt repairs
 - Sidewalk Maintenance including operating scarifier and interlocking brick and concrete sidewalk repairs
 - Assist in tree maintenance
 - General assistance to any and all facets of the Public Works Department as required
 - Other duties as assigned