



## Student Positions Applicant Information and Instructions

Students interested in applying for positions must review the applicant information and follow the instructions provided below.

### Eligibility Requirements:

- Must be a full-time student (secondary school, college, or university) during the current academic year and returning full-time the next semester.
- Legally able to work within Canada.
- At least 16 years of age as of April 1 of the employment year.
- Apply online only through our website, [leamington.ca/careers](http://leamington.ca/careers)
- Apply for **each desired position** before the deadline (late applications will not be considered).

**Note:** New and returning students must apply online to be eligible.

### Application Requirements:

- Proof of enrolment for the current school year (issued by the registrar or school office) is mandatory and must be attached to your application. Class schedules or payment receipts will not be accepted and may result in disqualification.
- Availability for evening and weekend shifts is required.

### Upon Hire:

- A satisfactory police clearance (dated within 30 days of hire) is required.
- A satisfactory driver's abstract (driving record) may be required.
- If applicable, students must supply CSA-approved (Green Patch) safety footwear.
- Appropriate work clothing must meet departmental standards.
- Personal Protective Equipment (PPE) provided by the Corporation must be used as required.
- Mandatory online health and safety training must be completed before starting work.

Please continue to the next page for Job Posting.



## **Career Opportunity – Internal/External Posting**

### **Civil Engineering Student Infrastructure Services**

#### **Position Summary:**

Reporting to the Engineering Project Manager and Drainage Superintendent, the Civil Engineering Student will gain knowledge and practical experience in the Civil Engineering career field. The student will be responsible for assisting in surveying, preparing, and reviewing technical documents and inspecting various municipal projects.

#### **Key Responsibilities:**

- Assist in surveys, technical document preparation and inspection of various municipal projects, (e.g., the annual resurfacing program).
- Assist in the maintenance of the department's filing system.
- Perform record and analyze traffic count information.
- Organize, input and analyze gathered information into electronic database systems, GIS system, ACAD drawings and on paper maps.
- Comply with applicable provincial and municipal legislation, including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, and the Municipality's Health and Safety Program.
- Other duties as assigned.

#### **Qualifications, Knowledge, and Skills:**

- Must be a post-secondary student, currently working toward a Civil Engineering degree or Civil Engineering Technology diploma.
- Must be able to work outside in all weather conditions.
- Must be able to carry survey equipment and various tools.
- Must have strong organizational and time management skills.
- Must have strong communication and interpersonal skills.
- Must be able to work well as a team and independently.
- Must possess a valid Ontario Class G2 or G Driver's licence.
- Familiarity with GIS, AutoCAD and Microsoft Office software would be an asset.
- Must have safety footwear (CSA Approved).
- Relevant work experience would be an asset.
- Knowledge of Leamington and the surrounding area would be an asset.
- Must obtain a satisfactory police clearance upon hire.

**Hours of Work and Working Conditions:**

35 hours per week (Monday-Friday). Overtime may be required.

**Employee Group:**

Student, Non-union.

**Wage Rate:**

\$23.67 per hour (2025 Rates).

**Closing Date:**

Applications must be received by 11:59 PM, Sunday, February 9, 2025.

**How to Apply:**

Interested candidates must apply online through our website: [leamington.ca/careers](http://leamington.ca/careers)

We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

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We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761