

STUDENT – SEPTIC REINSPECTION PROGRAM

Location: 90 Wollaston Lake Road, Coe Hill ON K0L 1P0

Job Term: July 3rd, 2023 – August 25th, 2023, 35 Hours per Week

Salary: \$16.00 Hourly

Application Deadline for Submission: May 31st, 2023 at 1:00 pm

All applications must be submitted by mail, email, or fax to the below addresses (attention to Bernice Crocker):

E-mail: clerk@wollaston.ca

Mail: 90 Wollaston Lake Road, PO Box 99

Coe Hill ON, K0L 1P0

Fax: (613) 337-5789

Are you a student looking for an opportunity to build your career over the summer? Are you passionate about making a difference? We provide students with opportunities to obtain valuable work experience, gain transferable skills, and build professional networks.

What can I expect to do in this role?

As we are a small, rural, Municipality the work you will be completing will be varied. It will include work from each of the following areas.

- Prepare inspection reports, send letters to property owners, prepare checklists & FAQ.
- Visual inspection of property with respect to:
 - Type and number of buildings on the property;
 - Type of septic system being used, i.e.: privy, grey water or leaching bed;
 - Evidence of sewage effluent ponding, odour or unusually green or thick grass growing on or around the tile bed;
 - Surface water or ground water flows toward the sewage system;
 - Tree or vegetation growth on the tile bed;
 - Location of the septic system;
 - Other duties as assigned.

How do I qualify?

1. **Age:** You must be a minimum of 15 years of age, and under 30 years of age.
2. **Residency:** You must be a resident of Ontario during the term of employment.
3. **Work Status – Ability to Work in Canada:** You must be legally entitled to work in Canada. You are also required to have a valid Social Insurance Number (SIN) upon being hired.

Communication and Interpersonal Skills

- You apply your verbal and written communication skills to communicate information related to programs, prepare a variety of documents, and respond to public and/or internal inquiries by phone, email, and in-person.
- You apply your initiative and interpersonal skills to work collaboratively within a team environment.

Technical Skills and Knowledge

- You apply basic safe operating practices when working.
- You apply your experience using Microsoft Office applications, such as Word, Excel, and Outlook

Analytical and Organizational Skills

- You follow instructions and seek clarification, as required.
- You pay close attention to detail and record information accurately.
- You plan, organize, and prioritize your work to meet deadlines.

Other Requirements

- You are required to have a valid Ontario G2 (or higher) Driver's Licence or equivalent.
- You are required to work in an outdoor environment with some physical activity involved, in accordance with the Employment Standards Act and Workplace Health and Safety regulations.

How to apply:

1. You must apply by email, mail, or fax.
2. You must attach at least one document with your application. We recommend you attach a cover letter and resume to support the information you provide in your application. The cover letter and resume document you attach should not exceed two (2) pages combined.
3. You must be between 15 years and 30 years of age as of the first day of employment.
4. You must be a resident of Ontario.
5. You must be eligible to work in Canada.
6. If you require accommodation to apply please contact clerk@wollaston.ca or call 613-337-5731.

We thank you for your interest. Only those selected for further screening, or an interview will be contacted.