

JOIN OUR TEAM!



THE ROLE

Student Assistant, Public Works Operations

This is a temporary full-time role at the County. The hourly compensation for this role is \$23.22.

THE OPPORTUNITY

Join our dynamic team as we begin a rewarding journey to enhance the County's Public Works Operations initiatives. The Student Assistant will support our dedicated staff in monitoring Capital and Operations projects, assisting with review of project contracts, designs, drawings and tenders, and assist with reports, tenders and RFPs.

Your efforts will help ensure the success of the County's Capital and Operations projects while contributing to the sustainable growth and well-being of our local community.

If you are interested in Civil or Construction Engineering initiatives, apply today to become an essential part of the Haldimand County Team!

THE PERKS

- Lieu of Vacation
- Defined Benefit Pension
- Free Parking
- Wellness Program
- Safe & Friendly Work Culture
- EFAP Program
- Career Growth
- Networking Opportunities



- Enrolled in post-secondary education
- Returning in September full-time



- No prior experience required



- Active Learning
- Self-Direction
- Interpersonal Communication

THE COUNTY

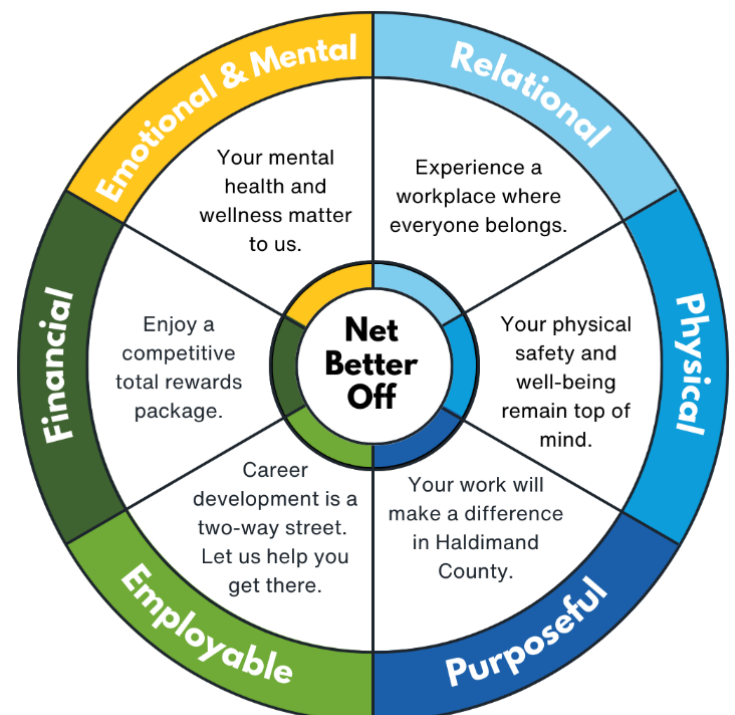
Haldimand County is committed to providing valuable work experience for students - without having to leave your community. Student positions are designed to provide leadership opportunities with future room for growth. With a focus on excellence, our county stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding career where we prioritize the skills to help you grow.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive workplace.

THE NEXT STEPS

If this sounds like you, please submit your application online at www.haldimandcounty.ca/careers.

This posting closes on **January 31, 2025, at 4:30 p.m.** Visit our careers page for more opportunities.



JOB DESCRIPTION

Student Assistant, Public Works Operations

POSTING PERIOD: December 13 – January 31, 2025	Employer Group: CUPE Local 4700 (Haldimand) Reporting To: General Manager, Public Works Operations
Vacancy: 1 Grade: Student 3 Wage Per Hour: \$23.22	Position Status: Temporary Full-Time Hours Worked Per Week: Up to 35 Location: Haldimand County Administration Building

CORE COMPETENCIES:

Active Learning | Self-Direction | Interpersonal Communication

POSITION & DIVISION SUMMARY:

The Public Works Operations department is comprised of four divisions and is generally responsible for providing the public with facilities and parks services, potable water, disposal of sanitary and solid waste, road construction and maintenance services, fleet and equipment maintenance.

QUALIFICATIONS, KNOWLEDGE & SKILLS

Education

- Must be enrolled in post-secondary and returning to school on a full-time basis in September.

Experience

- No prior experience is required, however, any prior current experience related to Civil or Construction Engineering is considered an asset.

RESPONSIBILITIES

The incumbent is expected to but not limited to:

Functional

- Operations Responsibilities
 - Data collection for the creation of process maps, Standard Operating Procedures for operational and administrative processes
 - Project work including preparation of field inspections or site visits
 - Research skills for developing best practices for by-laws and policy development
 - Initiate meetings with managers and administrative support staff to gain insight and content from stakeholders across the organization
 - Navigate and collaborate with new technology and County specific software

- Create and draft content for Council reports and briefing notes
- General auditing and analysing of County and external documents, procedures and regulations
- Other duties as assigned.

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

POSITION REQUIREMENT(S):

Access to a reliable vehicle	G2 Class Driver’s License or Equivalent
------------------------------	---

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at hrhelpdesk@HaldimandCounty.on.ca.

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.