



## External Posting 911 Verification – Summer Student

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**Posting Date:** Wednesday, December 19, 2018

**Closing Date:** Friday, January 18, 2019 @ 12:00 NOON

**Wage:** \$ 14.50 per hour

**Classification:** Summer Student (May to August)

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Each year, the District offers summer employment opportunities to post-secondary students as a means of helping students develop transferrable skills, support their career goals and learn about the Municipal sector. In 2019, we have an opportunity for a 911 Verification Summer Student in our Community and Planning Department. Reporting to the Manager - GIS, this role is responsible for verifying 911 civic addresses on randomly selected households, businesses and facilities to identify locations where the 911 information is incorrect, confusing or otherwise misleading.

This Summer Student job works Monday to Friday – up to 35 hours per week. Students should be available to begin work the first week of May and continue work through to the end of August.

Responsibilities of the 911 Verification role will include, but not be limited to:

- Using a district vehicle, drive to various locations across Muskoka;
- Educate public on the importance of 911 civic addressing;
- Review Bell Canada 911 data with property owner's information and record results on a hand held device;
- Using GIS software programs, move address points to correct position or add new address points as required;
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District
- Other related duties as assigned.

The skills, experience and qualifications we are seeking for this job include:

- **Must be enrolled in full-time post-secondary studies for the following school year with proof of enrolment provided to the Human Resources department when requested**
- Previous experience with GIS software such as ESRI would be beneficial
- Must have a valid Ontario Driver's License (minimum Class G2).

We would expect that your strengths will include good interpersonal skills and diplomacy as well as excellent communication skills. Having your First Aid certificate, boat operator's license, and bronze swimming qualifications would be desirable.

Students shall be hired based on qualifications, experience, skills, abilities and course of study applicable to position being filled. Relationship to another employee in the District shall not be a consideration in the hiring process.

If you have the necessary skills, experience and qualifications, please review the **"How to Apply"** instructions before submitting your application.

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process.

Any questions regarding this posting should be directed to the Human Resources Department.