



External Posting Locks Attendant – Summer Student

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)

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 Locks Attendant in our Engineering & Public Works department.

This role is responsible for assisting with the day-to-day operations and maintenance activities of the Port Carling Locks and the upkeep of the surrounding facilities, landscaping and parks.

This Summer Student job entails shift work and will be required to work some evenings and weekends – averaging 80 hours over a two week period.

Students should be available to begin work the first week of May and continue work through to the end of August.

Responsibilities of the Locks Attendant will include, but not be limited to:

- Operate the locks, drawbridges and traffic gates at locks and bridge by using electrical controls;
- Raise and lower lock water levels by starting and stopping pumps, opening and closing valves, etc.;
- Open and close lock gates to allow boat passage
- Process cash payments from locks patrons
- Maintain records and logs legibly and in detail, as required;
- Conduct security checks of area for public safety and to prevent unauthorized entry where necessary
- Load and unload equipment and /or supplies
- Perform related duties such as cleaning of the locks, park and building facilities, by sweeping, picking up litter, washing windows, cleaning furniture, grounds keeping, etc.;
- 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**
- Must be able to complete physically demanding work, including work in an outdoor environment
- Horticulturalist/ gardening/ landscaping background would be desirable
- First Aid Certification would be an asset
- Must have a valid Ontario Driver's License (minimum Class G2).

We would expect that your strengths will include being able to work independently while interacting and speaking professionally with members of the public. Proficiency with computers and related programs would be an asset.

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.