



TOWN OF PONOKA

2020 Summer Student Positions

Public Works Summer Labourer (Competition# HR-004-20)

- Cutting grass, maintaining flower beds, maintaining buildings and other manual labour;
- Majority of work is completed outside in all weather conditions;
- Must possess a valid Class 5 Driver's License (successful candidate must submit a Driver's Abstract);

Solid Waste Summer Labourer (Competition# HR-005-20)

- Assist with the operation and maintenance of the Town Waste Transfer Station;
- Duties to include the operation of weigh scale and directing users to proper collection sites;
- Compiling data on received waste and recyclable materials;
- Majority of work is completed outside in all weather conditions;
- Must possess a valid Class 5 Driver's License (successful candidate must submit a Driver's Abstract).

Communications Administrative Support (Competition# HR-006-20)

- Providing administrative support to the Communications Manager and other management staff;
- Assist with creation & design of print and electronic communications, general office duties, photography, and community events; Must have strong written and oral communication skills;
- Preference will be given to students enrolled in Communications, Journalism, Marketing or a related program.

Legislative Services Administrative Support (Competition# HR-007-20)

- Assist with filing, digital scanning and recording municipal files and historical data;
- Provide administrative support to management staff in the creation of professional documents, filing, scanning, and producing publications;
- Preference will be given to students enrolled in Business Admin., Legal Assistant or related programs.

As these positions are funded partially through provincial and federal programs, all applicants must meet the following criteria:

- Must be legally entitled to work in Canada and work according to the relevant provincial / territorial legislation and regulations (International students and Temporary Foreign workers are not eligible);
- Student is registered as a full-time student during the preceding academic year;
- Student intends to return to school on a full-time basis during the next academic year;
- Student is in a secondary, post-secondary, vocational or technical program, where the student will obtain a Certificate, a Diploma, or a Degree (technical training for Apprenticeships is not eligible);
- Candidates are between the ages of 16 and 30 years of age at the start of employment;
- Successful candidates over the age of 18, must submit a satisfactory Criminal Record Check

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Salary: As per AUPE agreement Class 6 \$16.91 to \$19.60 per hour

All positions receive an additional 11% in lieu of vacation and statutory holidays;

Work Term: May 4 to August 21, 2020

Hours of Work: Monday to Friday

Public Works Labourers 7:30 a.m. to 4:30 p.m.

Administrative Support 8 a.m. to 4:30 p.m.

Applicants are to email a resume and cover letter quoting the applicable competition number to hr@ponoka.ca by 4:30 p.m. on March 6, 2020. The Town of Ponoka thanks all applicants in advance, however, only those being considered will be contacted.