



Multiple Departments Accepting Applications for Summer Positions

March 1, 2024

The Municipality of the County of Kings is accepting applications for Summer Job Postings! Successful applicants will gain valuable work experience in Engineering and Public Works, Recreation Services, Community Development, or Environmental Services and Climate Resilience. Visit www.countyofkings.ca/workhere for job descriptions and application details.

Engineering and Public Works

General Maintenance Worker Summer Student: The general maintenance worker will take direction from the Manager of Operations and must have experience operating one or more of the following pieces of equipment: lawn tractors, compact tractors, farm tractors, bush hogs, clearing saws, ground compaction equipment, and water pumps. Strong communication and time management skills are necessary. Safety is a top priority. General job duties will be maintenance of existing green spaces at municipal water/wastewater treatment and related facilities including mowing, brush cutting / removal, fertilizing, planting, and restoration of existing, and general project management tasks (i.e., maintenance schedule updates), etc. General road maintenance, such as line painting and signage installation, fire hydrant painting and related greenspace maintenance. Assisting Engineering & Public Works Skilled Labourer to complete greenspace maintenance and other basic housekeeping tasks as needed. **Application deadline: Friday March 15, 2024, by 4:30 p.m.**

Engineering Services Summer Student: This position will offer an opportunity to improve skills and gain experience working in a municipal environment. By the end of the work term and under the supervision of the professional engineers, the student will have a working knowledge and experience of Municipal Engineering Services and familiarity with the municipal water and wastewater systems, storm, and roads. Working under the supervision of the Manager of Engineering, the summer student will assist with, review and update the Municipality's capital cost tracking database, including: compiling unit prices from recent tender calls, completing an equipment inventory for all Municipal facilities, preparing procurement documents (Request for Proposals, Tenders), planning, designing, and implementing construction projects for Municipality-owned infrastructure (water, wastewater, storm facilities/buildings, roads/sidewalks), projects, inspecting roads, drainage ways and capital construction projects,

and ongoing development of the Municipality's asset management system, review of CCTV Inspection Videos, preparing meeting agendas and taking minutes and inventory and archiving of existing record drawings. **Application deadline: Friday March 15, 2024, by 4:30 p.m.**

Engineering (Operations) Summer Student: This position will offer an opportunity to improve skills and gain experience working in a municipal environment. By the end of the work term and under the supervision of the professional engineers, the student will have working knowledge and experience in Municipal Engineering and Public Works Services and familiarity with the municipal water and wastewater systems, storm, and roads. Working under the supervision of the Manager of Operations, the summer student will assist with: researching industry best practices related to ongoing water distribution and wastewater collection operations (e.g., condition assessments, inspection programs, SCADA systems), updating Safety Manuals, Standard Operating Procedures, and other work procedures for Engineering and Public Works Department (e.g. operations and maintenance), working with the applicable team to identify, label, and risk register confined spaces and hazardous workspaces within the Municipality's water and wastewater worksites, conducting ongoing regulatory compliance activities such as wastewater sample collection and analysis and water cross-connection surveys, providing input and participation in the planning, design, and construction of the Municipality's water, wastewater, storm, and roads/sidewalks projects, ongoing development of the Municipality's Asset Management plan, assisting the CCTV operator in field operations, reviewing the CCTV Videos and assisting with fire hydrant condition assessments. **Application deadline: Friday March 15, 2024, by 4:30 p.m.**

Community Development and Recreation Services

Inclusive Communities Intern: The Inclusive Communities Intern reports to the Manager of Community Development and works closely with the Diversity Specialists and is responsible for contributing to our organization by providing to our awesome team specifically in the areas of diversity, equity, inclusion, justice and belonging. We are looking for a person who is excited to use their great people skills and help our team implement our [Strategy for Belonging](#) through an innovative and personalized approach to their work with a focus on creating the conditions necessary for belonging throughout the Municipality. The work we are undertaking as an organization reflects our vision of being a "community of communities where all people belong". As such, our ideal candidate will feel comfortable incorporating their lived and learned experiences into their contributions in different ways including community engagement, policy & best practices research and program planning & implementation. **Application deadline: Friday March 29, 2024, by 4:30 p.m.**

Recreation Summer Intern: Reporting directly to the Recreation Coordinator, the Recreation Intern will work collaboratively to plan the framework and support the delivery of youth day

camps and mini camps (in various locations) as well as a variety of engaging community play activities for all age groups throughout Kings County during the summer months.

Recreation Assistants (2): Reporting to the Recreation Coordinator, the Recreation Assistant will support and help to deliver a variety of programs and activities in a variety of locations across Kings County throughout the summer to youth as well as participants of all ages, including but not limited to Pop up Plays, Day Camps, Mini Camps, Sports Camps, and Paddles Camps, “Learn To” and “Try It” Opportunities, Canada Day Celebrations and Party in the Park.

Community Play Specialist – Team Lead: Reporting to both the Recreation Coordinator and the Recreation Intern, the Community Play Specialist Team Lead will work collaboratively to plan and deliver youth day camps and mini camps in various locations throughout July and August. In addition to leading these day camps, they will spearhead engaging community play activities for all ages throughout Kings County during the summer months. The Team Lead will oversee the two Play Specialists.

Community Play Specialists (2): Working with the Team Lead, the Community Play Specialists will deliver a full day and mini-camp to youth in various locations across Kings County throughout July and August. Additionally, Community Play Specialists will be hands-on in hosting pop-up plays, pop-up crafts, and other exciting activities for all ages.

Paddling Program Team Lead: The Team Lead will plan and collaboratively work with the Paddling Program staff to deliver three, three-day Paddle camps. These camps will focus on fun and include instructing participants (ages 8-13) on basic kayaking skills, stroke development, basic SUP use, and boating/water safety. Responsibilities of the Team Lead include overseeing Summer Paddle Staff and ensuring the safety of participants, interacting with parents/guardians, and collaborating with the Municipality’s recreation staff. The Summer Paddle Program Team will also be responsible for the public Kayak/Paddle Board loan program.

Paddling Program Positions (2): Working with the Team Lead, Paddling staff will collaboratively work to deliver three, three-day Kayak camps. These camps will focus on fun and include instructing participants (ages 8-13) on basic kayaking skills, stroke development, basic SUP use, and boating/water safety, and engaging onshore activities. Paddling Staff are responsible for ensuring the safety of participants, interacting with parents and guardians, and collaborating with the Municipality’s recreation staff. Summer Paddling Staff will also be responsible for the public Kayak/Paddle Board loan program.

Environmental Services and Climate Resilience Department

Data Analyst Summer Intern: The primary responsibilities will involve gathering, analyzing, and meticulously organizing historical data pertinent to various Water Treatment Plants (WTPs) and Wastewater Treatment Plants (WWTPs). Additionally, the successful candidate will play a crucial

role in supporting jurisdictional reviews and assisting in the drafting of a comprehensive recommendation report for the County's cross-connection program. This hands-on role presents an unparalleled opportunity to actively contribute to environmental compliance initiatives while gaining invaluable practical experience within the field.

Sustainability Analyst Co-op Student Biosolid & Energy Focus: The Sustainability Analyst Co-op Student will play a crucial role in supporting the development of a comprehensive Biosolid Management Program, conducting feasibility studies for Waste-to-Energy projects, and contributing to various climate-related initiatives such as Lake Monitoring sampling and data analysis. This co-op position offers a unique opportunity to gain hands-on experience in renewable energy projects, and environmental monitoring within a Municipality of the County of Kings setting.