



Summer Students – Public Works

Monday – Friday, 7am – 3:30pm

Tentative start date: June 30, 2025, and end date: August 29, 2025

Public Works Yard, 3036 Concession 4, Loretto

The Township of Adjala-Tosorontio is located north of the GTA, at the southwest border of Simcoe County with a population of 11,000 residents and offers rural living with proximity to urban amenities.

Reporting to the Supervisor of Public Works – Operations and Maintenance, and with guidance by the Yard Lead Operator, this position provides general labour as required for assisting with daily operation and maintenance of Township's roads, roadsides, parks, trails, playing fields and associated facilities during the spring and summer months.

Key Duties/Responsibilities:

- Assists in the maintenance of roads and roadsides and storm water drainage, including debris pickup, grass trimming in ditches and around guard rails, bridge pressure washing, traffic control, asphalt patch repairs, sign installation and repairs, etc.
- Participates in construction projects such as culvert installation, assisting with traffic control measures
- Assists in maintaining storm ponds grass around fire hydrants and painting fire hydrants
- Supports in the maintenance and inspections of parks, playgrounds, trails, sport fields, including grooming baseball diamonds, minor tree trimming, basic landscaping, cleaning washrooms facilities, garbage collection, etc.
- Provides maintenance assistance of municipal water infrastructure including data collection, locating and mapping curb stops
- Performs safe and efficient operation, care and maintenance of tools, equipment, and vehicles such as grass/weed trimmers, rakes, shovels, rototiller, pruners, pressure washer, etc.

Qualifications/Skills/Abilities:

- Currently enrolled as a full-time post-secondary student, preferably in a Civil Engineering or related program
- Knowledge of and experience in construction, agriculture, landscaping or sport field maintenance preferred
- Previous experience in safe operation and handling hand and power tools and small equipment
- Knowledge in traffic control and mechanically inclined an asset
- Knowledge of risks or hazards that may exist within a job site an asset
- Knowledge and understanding of, and ability to apply, safety policies, standards and legislation (Occupational Health & Safety Act and WHMIS)
- Good interpersonal skills with the ability to work in a team environment and deal effectively and courteously with the public, contactors and staff
- Motivated, demonstrates initiative and strong work ethic, and ability to work independently with minimum direction
- Good communication skills and ability to undertake and follow verbal and written instructions
- Wear own CSA-approved footwear
- Able to work outside in all weather conditions, be physically fit and able to perform strenuous work such as lifting and moving heavy items (up to 40lbs), involving considerable effort, and capable of performing work assigned in safe manner

This position requires that applicants be registered as a full-time student during 2024/25 academic year and have intentions to return to school full-time for 2025/26 academic year, have a valid Ontario Class G Driver's Licence, and legally entitled to work in Canada with a valid Social Insurance Number. Upon a conditional offer of employment, a satisfactory Criminal Record Check and driver's abstract will be required.

Pay Rate: \$18.50 per hour (subject to Council approval) plus 4% vacation pay. OMERS pension is available.

Qualified candidates are requested to forward their resume by 4pm on June 25, 2025, to HR@adjtos.ca with "Public Works Summer Student" in the subject line. Resumes can also be dropped off at the Township of Adjala-Tosorontio office: 7855 Sideroad 30, Alliston to attention of Human Resources.

The Township of Adjala-Tosorontio is an Equal Opportunity Employer, committed to diversity and inclusivity in employment for a barrier-free workplace. Accommodations are available for all parts of the recruitment, selection &/or assessment process. Applicants need to make their needs known in advance to Human Resources. Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all those who apply, but only those selected for an interview will be contacted.