

OPERATIONS ASSISTANT

Co-op (8 months)

The Town of East Gwillimbury was recognized as a 2018 Employee Recommended Workplace by The Globe and Mail and Morneau Shepell. Employees enjoy a fully balanced lifestyle and have a high level of Total Health. Our municipal offices are easily accessible off of Highway 404 and a short 15 minute drive from Highway 400. Enjoy competitive wages, progressive extended health plan, employee assistance program, and active social and wellness committees. Convenient parking, outdoor seating areas, and easy access to trails allow you to enjoy the beauty of EG while at work.

The Town is the GTA's top growth municipality, located just north of Toronto in York Region. As one of Ontario's growth centres, East Gwillimbury's population is projected to reach 50,000 by 2025. By joining Team EG you will help shape our growing community.

Reporting to the Supervisor of Water & Wastewater, the Operations Assistant will be responsible for:

- Assist and monitor Town infrastructure projects.
- Attend and monitor water infrastructure projects.
- Update the Town's operation and maintenance database, such as: Water Meter Installation Log; Chlorine Residual Log; Valve & Hydrant Maintenance data, sanitary pumping station data
- Hand deliver letters regarding local infrastructure and construction issues to residents.
- Pick up or deliver small items, tools, equipment from or to local businesses.
- Must be physically capable of performing manual labour.
- Other duties as assigned.

Qualifications:

- Must have a valid driver's license
- Must be comfortable driving a full Class G rated vehicle on a daily basis within East Gwillimbury,
- Must be able to work outdoor environments for extended periods
- Knowledge of the Health & Safety Act and personal responsibilities under the act
- Ability to work with limited supervisor
- Must have work boots
- Proficiency time management skills and flexibility in adjusting between a variety of duties

Rate: \$16.35/hour

If you're looking for an opportunity that will enable you to contribute to a growing and exclusive community, please apply. Please make reference to the position and submit your resume and related information to:

[ADP Workforce Now - Career Centre](#)

Deadline for applications is March 18, 2019

We thank all applicants for their interest, however, only those being considered for an interview will be contacted

The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.

"Our town, Our future"

19000 Leslie Street, Sharon, Ontario L0G 1V0 Tel: 905-478-4282 Fax: 905-478-2808
www.eastgwillimbury.ca