

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

**Student Maintenance Worker**

**Employment Commitment:** Term position ending by October 30, 2020. Hours will be full-time to a maximum of 35 hours per week until the beginning of the school year at which point part-time hours are available.

**Reports to:** Director of Public Works / Working Supervisor

**Basic Requirements:**

- Must be at least sixteen (16) years old and have access to daily transportation.
- Must be able to provide an acceptable Criminal Record Checks.
- Ability to work independently at various locations, primarily outdoors, throughout the County.
- Ability to safely undertake the physical requirements of the job.
- Expected to be present at work for all scheduled shifts/days as outlined in job description.
- Full participation in all assigned training, staff meetings, special events, etc.
- Experience painting, lawn mowing, collecting litter and other basic maintenance activities.

**Position Summary**

The successful applicant(s) will be responsible to safely undertake the following activities:

- Painting of various municipal facilities,
- Lawn mowing and other basic maintenance activities at municipal sites,
- Photographing and documenting the state of visible municipal infrastructure & facilities, and
- Data collection for an audit of solid waste collection.

Other duties consistent with these general responsibilities may be assigned by the Director of Public Works.

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

**Student Administrative Support Worker**

**Employment Commitment:** Term position ending by October 30, 2020. Hours will be full-time to a maximum of 35 hours per week until the beginning of the school year at which point part-time hours are available.

**Reports to:** CAO / Deputy Municipal Clerk

**Basic Requirements:**

- Must be at least sixteen (16) years old.
- Must be able to provide an acceptable Criminal Record Checks and be willing to sign a confidentiality agreement.
- Ability to receive direction and work independently to complete tasks.
- Ability to safely undertake the physical requirements of the job.
- Expected to be present at work for all scheduled shifts/days as outlined in job description.
- Full participation in all assigned training, staff meetings, special events, etc.
- Experience in providing administrative assistance such as filing, responding to resident inquiries, and completing basic research.
- Proficiency in using office-based information systems and technology.

**Position Summary**

The successful applicant will be responsible to safely undertake the following activities:

- Scanning and filing records into digital system,
- Providing administrative support for the 2020 Municipal Election,
- Providing general administrative support to various municipal officials,
- Answering phones, responding to and directing inquiries from County resident, and
- Photographing County tourist and community sites.

Other duties consistent with these general responsibilities may be assigned by the CAO.