

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following summer student vacancy:

## Student Assistant, Energy Conservation Plan

- Contract, full-time
- April 29<sup>th</sup> to August 30<sup>th</sup>, 2019
- 35 hours per week

Reporting to the Facilities Manager, you will assist with the collection of energy data for all of the County buildings and work with the finance and facilities teams to recover utilities data and assist with energy conservation projects. Additionally, you will populate a database of all energy plan information and assist the County Energy Committee in meetings by preparing reports and all other associated paperwork.

### Qualifications & skills:

- Post-secondary education in a facilities-related program is preferred
- First Aid/CPR training is considered an asset
- A demonstrated proficiency with Microsoft Office Suite (Access, Excel, and Word) is considered an asset
- Ability to work individually and as a team player
- Data entry skills

You must be a fully licensed Class G driver with access to your own vehicle. An acceptable driver's abstract (3-year uncertified driver's record) must be submitted with your application. **Resumes submitted without an acceptable driver's abstract will not be reviewed.**

The successful candidate will be required to submit a satisfactory Police Record Check prior to the commencement of employment.

A student is defined as a person between the ages of 15-30 at the start of the employment; registered as a full-time student in the previous academic year (2018/2019), and intends to return to school on a full-time basis in the next academic year (2019/2020). As a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, you are legally entitled to work in Canada. You must be available to work from April 29<sup>th</sup> to August 30<sup>th</sup>.

We thank all applicants for their interest, however, only those selected for an interview will be notified. If you wish to apply for more than one job, please apply to each position individually.

When emailing your application, please ensure your up-to-date cover letter, résumé and driver's abstract are submitted as a single document in Microsoft Word (.doc) or Adobe PDF (.pdf) format.

We invite you to submit your application **by 4:30pm on Friday, January 25<sup>th</sup>, 2019** to:

Human Resources  
County of Northumberland  
555 Courthouse Road  
Cobourg, ON K9A 5J6

**Email:** [hr@northumberlandcounty.ca](mailto:hr@northumberlandcounty.ca)

**Subject line: Student Assistant, Energy Conservation Plan**

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to [accessibility@northumberlandcounty.ca](mailto:accessibility@northumberlandcounty.ca) or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.