

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We're a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents

We're committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

Currently, we are looking to fill the following vacancy:

## **Student Assistant, Roads Operations**

Contract, full-time

May 5, 2025 – August 29, 2025

Hourly rate: \$18.25 - \$19.75 (40 hours per week)

Reporting to the Roads Operations & Construction Supervisor, our Student Assistant, Road Operations provides assistance to staff in the Roads Operations division.

### **Duties & responsibilities:**

- Road surface maintenance – road patching, surface treatment programs, and the construction maintenance and administration of Public Works programs;
- Roadside maintenance – weed control, grass cutting, debris/litter pick up, tree and brush trimming/removal, guidepost and rail building, sign repairs, installation of culverts, seeding and sodding;
- Traffic control - directing traffic.

### **Qualifications & skills:**

- Related post-secondary education is preferred;
- First Aid/CPR training is considered an asset;
- Experience in weed eating, clearing trees/shrubs, using hand tools, and traffic control is considered an asset;
- Ability to work well individually and as a team player.

You must be a fully licensed Class G driver and have appropriate safety footwear. **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.**

### **Eligibility requirements:**

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 (2024/2025) and intends to return to school on a full-time basis in the next academic year (2025/2026). 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 May 5 to August 29, 2025

### **What Makes a Career at Northumberland County Different?**

Unlock your potential: At Northumberland County, your growth matters. We offer professional development and provide opportunities that empower you to excel and advance in your career.

Join a passionate team: Be part of a diverse, inclusive team where collaboration thrives, and every voice is valued. Together, we achieve greatness.

The Best of Both Worlds: Enjoy the beauty of natural living alongside a vibrant, dynamic work environment, offering the perfect blend of career success and work-life balance.

At Northumberland County, you'll find endless opportunities for growth, a supportive team, and a perfect balance between rewarding work and natural living —join us and make a difference in a place where your career and well-being truly matter.

### **How to Apply:**

We thank all applicants for their interest, however, only those selected for an interview will be notified.

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

**If you wish to apply for more than one student 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 (.docx) or Adobe PDF (.pdf) format.

We invite you to submit your application **by 4:30pm on Friday, January 31, 2025**, to:

Human Resources  
County of Northumberland  
555 Courthouse Road  
Cobourg, ON K9A 5J6  
**Email:** [hr@northumberland.ca](mailto:hr@northumberland.ca)  
**Subject line:** Student Assistant, Roads Operations

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to [accessibility@northumberland.ca](mailto:accessibility@northumberland.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.