



**District of Clearwater  
CALL FOR  
THREE (3) SUMMER STUDENTS**

The District of Clearwater has an opportunity for THREE (3) dynamic students to gain experience in local government. We are seeking applicants for two (2) **Public Works Labourer**, and one (1) **Office Assistant** for the 2022 summer season. These positions are jointly funded by the District of Clearwater and Employment and Social Development Canada. All three positions are for a nine (9) week program.

The **Public Works Labourer** position will report to the Director of Operations and Infrastructure, through the Supervisor of Public Works. This position will assist with various duties related to grounds and cemetery maintenance, utilities (water and sewer), and asset mapping. The **Office Assistant** position will report to the Chief Administrative Officer through the Deputy Corporate Officer and will assist the Finance and Administration departments with duties relating office administration. These positions will gain experience in client service skills, teamwork, communication, digital technology, and responsibility.

- Applicants are between the age of 15 and 30 (inclusive);
- Is a Canadian citizen, permanent resident, or a person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*, and
- Is legally entitled to work according to the relevant provincial / territorial legislation and regulations.
- Previous experience is considered an asset.

The successful applicants will start on after **July 4, 2022** and will work 35 hours per week for nine (9) weeks.

The positions are open to all gender applicants and are subject to the provisions of the Collective Agreement with the Canadian Union of Public Employees (Local 900). Written applications marked "**Confidential**" and with **Job Title you are applying for**, will be accepted by the undersigned until **NOON, Monday May 16<sup>th</sup>, 2022**. We thank all applicants for their interest – only those selected for an interview will be contacted.

**Confidential**

C/O John Thomas,

Chief Administrative Officer

Mail: PO Box 157, Clearwater, B.C. V0E 1N0

Drop off: 209 Dutch Lake Road, Clearwater, B.C. V0E 1N2 or by,

Email: [cao@docbc.ca](mailto:cao@docbc.ca)