The Corporation of the Municipality of Huron Shores

requires

1 – Equipment Operator

(40 hrs/wk and on-call requirement)
and

1 –Receptionist

(35 hrs/wk)

full time positions with benefit package

The Municipality of Huron Shores is largely rural in nature and located between Sault Ste. Marie and Sudbury. It stretches some 50 km across the north shore of Lake Huron. There is a permanent population of 1664 together with many seasonal residents. The municipal road network traverses approximately 230 kms throughout the municipality, with the Municipal Office located in Iron Bridge.

EQUIPMENT OPERATOR:
Under the direction of the Public Works Superintendent, this position includes the operation and routine maintenance of various types of municipal equipment, with emphasis on road grading and snow plowing, in the performance of Public Works operations. Other duties include those of a manual nature, including brushing, digging, sign and culvert installations, infrastructure maintenance, etc., as well as some building maintenance.
Qualifications: minimum Grade 10 education; minimum 2 years experience preferred, with particular focus on road grading; valid D-Z Driver's License; Surface Mining Common Core training program, fuel handling, chainsaw certifications or other pertinent accreditations an asset.

RECEPTIONIST:
Under the direction of the Clerk/Administrator, this position includes answering and routing telephone calls; greeting and directing individuals at front desk; processing tax and cash payments; and completing other administrative tasks as assigned.
Qualifications: Grade 12 or acceptable combination of education and related experience; Municipal Administration or Accounting and Finance program completion preferred; minimum 1 year related experience; excellent interpersonal, communication and organizational skills; strong computer skills with working knowledge of Microsoft Office (60 wpm keyboarding speed), Excel and asyst software applications and data processing.

Full job descriptions available upon request.

REMUNERATION: Commensurate with qualifications and experience. Pay Band information available upon request.

ANTICIPATED START DATE: Monday, March 5, 2018.

Applicants are requested to submit a letter of interest, detailed resume and Application for Employment (provided by the Municipality and available at huronshores.ca), no later than 4:00 p.m.**, Friday, February 23/18** to:

Deborah Tonelli, Clerk/Administrator
Municipality of Huron Shores
7 Bridge St., P.O. Box 460
Iron Bridge, ON P0R 1H0
Phone: (705) 843-2033

The Municipality of Huron Shores will make every effort to accommodate applicants with disabilities in its recruitment process. If you are contacted for an interview, please advise us of any accommodation measures you may require during our selection process. Information received relating to accommodation needs will be addressed confidentially.

We thank all applicants for their interest; however only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c. 25, and will be used for the purpose of candidate selection.