

# Public Service Resourcing System

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## Rideau Canal Operations and Maintenance Student Recruitment

**Reference number:** CAP17J-010711-000049

**Selection process number:** 17-CAP-OWW-RC-S-OC-0002

Parks Canada - Ontario Waterways

Lock stations along the Rideau Canal, including Kingston, Elgin, Smiths Falls, Manotick and Ottawa.

SU-01 - Lock Operating Assistants, SU-02 - Asset Management - Maintenance

\$11.26 to \$14.62 per hour (Salary to be determined at the time of the hire and is based on the current academic level of the student.

(<http://www.tbs-sct.gc.ca/psm-fpfm/pay-remuneration/rates-taux/student-etudiants-eng.asp>))

For further information on the organization, please visit Parks Canada

Waterways Employee Orientation

**Closing date: 30 June 2017 - 23:59, Pacific Time**

**Who can apply:** To be eligible, you must be:

- a full-time secondary or post-secondary student in an accredited institution
- currently recognized as having full-time student status by the academic institution in which you are presently enrolled
- returning to full-time studies in the next academic term
- the minimum age to work in the province where the job exists

All eligible students who have legal status to work in Canada. Please

indicate in your application the reason for which you are entitled to work in Canada: Canadian citizenship, permanent resident status or work permit.

## Important messages

When you apply to this selection process, you are not applying for a specific job, but to an inventory for future vacancies. As positions become available, applicants who meet the qualifications may be contacted for further assessment.

In your cover letter, identify which position(s) you are applying for.

### SU-01 - Lock Operating Assistants , (30 positions)

Assist canal staff in the operation of a lock station, coordination of vessel movement, provision of information to visitors and maintenance of buildings and grounds.

### SU-02 - Asset Management - Maintenance (3 positions)

Provides assistance to skilled trades (construction, engineering and mechanics). General labour work to include painting, facility cleaning, solid waste collection, firewood processing, landscaping, trail clearing and grounds maintenance or other general labour requirements.

## Work environment

In 2017, Canadians across the country will celebrate Canada's 150th anniversary. Ontario's historic canals are defining features of Canada and provide communities and visitors with beauty, recreation, and a unique sense of history. Parks Canada plays a leadership role in the protection of these special places.

The Rideau Canal, 202 km in length is a National Historic Site, a Canadian Heritage River and a UNESCO World Heritage Site, consisting in a series of beautiful Lakes and Rivers connected by canals. It stretches from Kingston to Ottawa, and welcomes nearly 1 million visitors annually to its 24 lock stations.

**Positions to be filled: 35**

## Information you must provide

Your résumé.

A covering letter in 1,000 words (maximum)

Contact information for 2 references.

You must meet all essential qualifications in order to be appointed to the position. Other qualifications may be a deciding factor in choosing the person to be appointed. Some essential and other qualifications will be assessed through your application. It is your responsibility to provide appropriate examples that illustrate how you meet each qualification. Failing to do so could result in your application being rejected.

### **In order to be considered, your application must clearly explain how you meet the following (essential qualifications)**

- Students who are currently enrolled in full-time studies at an accredited institution and returning to full-time studies in the next academic term.

#### Degree equivalency

### **If you possess any of the following, your application must also clearly explain how you meet it (other qualifications)**

#### SU-01 - Lock Operating Assistants

- Knowledge of the Rideau Canal and the services we provide
- Experience in client and customer service;
- Experience in grounds-keeping, janitorial maintenance, or other labour-intensive functions, including the use of related tools and equipment;
- Cash handling experience;

#### SU 02 - Asset Management - Maintenance (Elgin, Smiths Falls and Manotick)

- Experience in the maintenance and repair of grounds, buildings, machinery, and equipment

- Experience in the operation and maintenance of hand tools, power tools, and construction equipment
- Experience working in a garage or machine shop may be an asset.

## **The following will be applied / assessed at a later date (essential for the job)**

Various language requirements

- English essential ; or
- Bilingual imperative - oral interaction and written

### Information on language requirements

- Knowledge of the Parks Canada Agency and the historic canals/waterways and the services they provide to the public;
- Shares our vision;
- Makes things happen;
- Personally connects with people;
- Communicates effectively;
- Takes responsibility.

## **Conditions of employment**

Reliability Status security clearance

## **Other information**

Please identify clearly for which position(s) you are submitting an application.

Persons are entitled to participate in the appointment process in the official language of their choice.

A random and/or top down selection of candidates may be used in the determination of those to be given further consideration in the assessment process.

The Public Service of Canada is committed to building a skilled, diverse workforce reflective of Canadian society. As a result, it promotes employment equity and encourages candidates to indicate voluntarily on their application if they are a woman, an Aboriginal person, a person with a disability or a member of a visible minority group.

The Public Service of Canada is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the Public Service Commission or the departmental official in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

**We thank all those who apply. Only those selected for further consideration will be contacted.**

## Contact information

### Human Resources

[rc-hr.rh-cr@pc.gc.ca](mailto:rc-hr.rh-cr@pc.gc.ca)

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### Date modified:

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