

EXTERNAL JOB OPPORTUNITY

POSITION:	2024 SUMMER STUDENT LOTTERY PROGRAM	JOB POSTING #:	2023-0450
POSTING PERIOD:	Friday, November 24, 2023 at 8:30 AM to Friday, January 5, 2024 at 4:30 PM		
DEPARTMENT:	Various	UNION:	Various
LOCATION:	Various	JOB CODE:	S00004
POSITION STATUS:	Student Lottery	GRADE/CLASS:	Various
# OF POSITIONS:	To be determined	RATE OF PAY:	\$18.20 per hour (2024 Rate)
POSITION #:	N/A	SHIFT WORK REQ'D:	Varies
HOURS OF WORK:	Varies		

DUTIES:

Reporting to Departmental Managers and/or Supervisors, students will perform work in one of the following areas:

Parks

- Janitorial duties such as cleaning public restrooms;
- Grass and weed cutting, and weed removal;
- Sports field and parks maintenance including litter pick up;
- Landscaping;
- Greenhouse work with flowers;
- Operating powered equipment and hand tools;
- Working in the right-of-way (alongside traffic);
- Working outdoors in all weather conditions (heat, cold, rain, sun, etc.);
- Shifts may include days, afternoons and midnights, including weekends and holidays;
- Work involves heavy lifting;
- Other duties as assigned.

Public Works

- Set up and removal of traffic control devices;
- Removal of paint markings, painting roads, sidewalks and parking lots;
- Operating equipment and machinery such as buffer vehicles, grinders, strippers, and laser machines;
- Pothole patching on roadways;
- Maintenance of roadways, sidewalks, ditches, catch basins, etc.;
- Working in the right-of-way (alongside traffic);
- Working outdoors in all weather conditions (heat, cold, rain, sun, etc.);
- Shifts may include days, afternoons and midnights, including weekends and holidays;
- Work involves heavy lifting;
- Other duties as assigned.

Office Administration

- Administrative and clerical work;
- General office functions such as typing, filing, photocopying, etc.;
- Responding to telephone inquiries;
- Working indoors in an office environment;
- Hours of work are Monday through Friday from 8:30 a.m. to 4:30 p.m.;
- Work may involve moderate lifting
- Other duties as assigned;
- **Positions in this area are limited.**

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QUALIFICATIONS:

- Must be a minimum of 17 years of age by May 1, 2024;
- Must be a current Post-Secondary student attending an accredited University or Community College or Ontario Ministry of Education equivalent:
 - (graduating high school students are not eligible to apply);
- Must be attending University or Community College on a full-time basis at the time of application:
 - Full-time attendance at school is defined as 4 or more courses per semester;
- To remain eligible you must complete the 2024 Winter Semester on a full-time basis;
- Must be returning to full-time attendance in September of 2024;
- Must be legally entitled to work in Canada and provide Social Insurance Number (SIN) when completing the online application:
 - SIN is used to ensure one application per person is submitted to the lottery;
- Must be available to work **all shifts** beginning after exams in late April or early May;
- Must be available to work all shifts for the duration of employment;
 - Shifts include days, afternoons, midnights, including weekends and holidays;
- Must hold **by date of hire** and maintain a current valid Emergency First-Aid/CPR Certificate (one day training; (Standard First Aid also acceptable) obtained from a first aide WSIA Reg. 1101 training provider recognized by the Workplace Safety and Insurance Board (WSIB) for the full term of employment;
- Most positions require a current valid and lawful Class G or G2 Driver's Licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle;
- Some positions may require the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act;
- As a condition of employment students being offered employment for positions requiring a Driver's Licence must provide an up-to-date uncertified driver's abstract at the time of documentation;
- Must be able to work outdoors, exposed to all weather conditions (sun, rain, heat, cold, etc.) and be able to tolerate exposure to noxious (harmful, poisonous, or very unpleasant) weeds, garbage, litter, debris and dust, chemicals; or work indoors in an office environment;
- Must be self-motivated and willing to work with a limited amount of supervision independently or within a team environment;
- Most positions will require students to perform physical work involving heavy lifting (i.e. file storage boxes), shoveling and digging, repetitive hand sweeping and walking, operating heavy equipment and vehicles as required;
- May be required to work on public right-of-way (in and adjacent to roadway traffic);
- May be required to operate City equipment (i.e. weed whippers, lawnmowers, etc.);
- May be required to walk long distances or to sit for long periods of time;
- May be required to keyboard for long periods of time;
- Students are eligible to be employed in the Student Lottery up to five times notwithstanding their draw number:
 - Students eligible for rehiring must meet all eligibility criteria and resubmit their application to Summer Student Lottery Program to be considered.
- Active students must re-apply to be eligible to work in the 2024 Student Lottery Program.

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HOW TO APPLY:

- To access, complete and submit your on-line application click [APPLY NOW](#).
- Absolutely NO paper copies of the application will be available or accepted.
- Internet access is available at your location library branch.
- Complete details regarding this lottery are available on the City of Windsor's website, www.citywindsor.ca, and searching [Summer Student Lottery Program](#).
- Applications are due **by no later than 4:30 PM on Friday, January 5, 2024.**
- **Only those applicants selected through the random lottery draw will be acknowledged.**

NOTE:

- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.