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**Seasonal Employee – Technical Services Support**

Reporting to the Supervisor of Technical Services and Maintenance Contracts, the Seasonal Employee will support the Technical Services section with curb cutting contract, Road Occupancy inspections and permits, Municipal Consent issuance, and various maintenance contracts.

**Job Duties Include**

The following responsibilities and duties of this position includes but is not limited to:

* Conducts field inspections including providing detailed documentation (including digital pictures), filing, and maintaining records for various deficiencies, hazards, inspection cycles;
* Conducts in-field measurements and mark-ups for curb cutting contract;
* Works collaboratively with utility companies and their respective contractors and other Town departments;
* Communicates with contractors and Road Occupancy Permit holders regarding deficiencies and restoration.
* Assists in addressing resident/community group concerns as they relate to Road Occupancy Permits and Municipal Consents;
* Provides support with various maintenance contracts;
* Performs other duties as required.

**Qualifications/Skills**

* Education in civil engineering technology is required;
* Relevant experience in civil engineering and field inspections;
* Ability to read engineering drawings;
* Ability to understand the Highway Traffic Act and knowledge of the Occupational Health and Safety Act;
* Strong interpersonal and customer service skills to establish and maintain effective working relationships;
* Effective communication skills (both verbal and written);
* Good time management skills and organization skills;
* Ability to work with limited supervision and as part of a team;
* Superior computer skills relating to Microsoft Word and Excel;
* Class G driver's license in good standing and clear driver’s abstract;
* Ability to provide a current Criminal Reference Check that is satisfactory to the Town of Ajax, upon being hired.

**What is Offered to Staff:**

* **Rate of Pay**: $25.05 - $28.14 per hour
* **Hours of Work**: This is a unionized position that works a 40 hour work week in varying weather conditions. The regular hours of work are from 7:30 a.m. to 4:00 p.m. Monday to Friday.
* **Season Duration**: This seasonal position works up to 150 days from about April to the end of November each year and is based on the operational needs of the department.

**How to Apply:**

To apply for this exciting opportunity, please go to the Town of Ajax website at www.ajax.ca/careers. The closing date for this position is **11:59 p.m. on January 10th, 2025**

This job posting reflects the general responsibilities and requirements of the job and does not include all of the work requirements of the job.

**Equal Opportunity Employer**

The Town of Ajax is an equal opportunity employer, committed to diversity and accessibility within the workplace where all employees feel valued, respected and supported.  The Town embraces diversity and gender expression through policy, staff training and providing positive spaces.  The Town encourages applications from all qualified candidates.  If selected for an interview, please inform Human Resources staff of any accommodation you may require the process.