

EMPLOYMENT OPPORTUNITY MAINTENANCE WORKER II

The County of Northern Lights has a full time permanent position available in the Utilities Department. This position will report to the Utilities Lead Hand and assist other utility staff with the daily administrative and operational functions of a Class I Water Treatment Plant, as well as several regional truckfills. The successful candidate will have a strong work ethic and demonstrate the ability to work with others.

Qualifications:

- Level I or II Certification in Water, Waste Water Treatment and Distribution is an asset
- Grade Twelve or equivalent
- Valid Alberta Class 5 driver's license
- Team player
- Rotational on call duties
- Motivated and results oriented
- Excellent communication and interpersonal skills
- Capable of operating all equipment required for the plant operation
- Knowledge of maintenance requirements within the plant is an asset
- Ability to effectively apply computer applications related to this position

Preference will be given to candidates who hold a valid certificate in water and waste water treatment and distribution. The County is willing to offer training to obtain the required certificates to the right candidate. This is a unionized environment, and the County offers a competitive wage and a comprehensive benefit package.

Interested applicants are invited to submit their resume to Patrick Gauvreau, Director of Public Works, Box 10, Manning AB T0H 2M0 Fax: (780) 836-3663, Email: dpw@countyofnorthernlights.com.

We thank all applicants for their interest, however only those candidates selected for an interview will be contacted. This competition closes at 4:00 pm, Wednesday, July 21, 2010.

COMMUNITY SERVICES CLERK

The County of Northern Lights has an opening for a Community Services Clerk. Reporting to the Community Services Manager, the incumbent's responsibilities include:

- Provide assistance in the development, implementation and maintenance of programs and services related to recreation, leisure, arts & culture as well as community support services, and social planning.
- Assist to ensure community access to high quality programs, services and resources that address community needs, to enhance the quality of life of our residents, and provide a positive public image for the County.

The incumbent should possess the following:

Education: Minimum Grade 12, preferably post secondary courses in Business/Office Administration.

Training: Administrative assistant/secretarial, customer service based.

Experience: Have a minimum of 3 years experience working in an office environment and also with the public.

Skills required: Strong computer skills, excellent organizational and communication skills, ability to perform accurate and detailed work as well as to work independently. In addition to a flexible work schedule, the candidate will have a strong work ethic, outstanding public relation skills and demonstrate the ability to work with others.

Classification: Administrative Support II

The County is a unionized environment, and offers a competitive wage and a comprehensive benefit package. Interested applicants are invited to submit their resume to Imelda Frey, Human Resources, Box 10, Manning, AB T0H 2M0 Fax (780) 836-3663, Email: freyi@countyofnorthernlights.com. This competition closes at 4:30 pm, Wednesday, July 21, 2010.

We thank all applicants for their interest, however only those candidates selected for an interview will be contacted.