

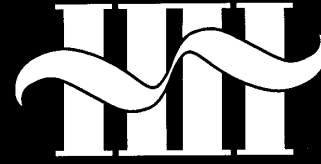
Entertainment



Elvis brings his Burning Love to Acton

Award-winning Elvis impersonator Stephen Kabakos of Milton presents *The Way It Was*, with the TVB Players, TVB Brass and Memphis Sound at the Royal Canadian Legion in Acton on Saturday, April 22. This popular dinner and show is a fund-raising benefit for the Acton Fire Fighters Association, which annually presents the Canada Day Fireworks and the Acton Santa Claus Parade. For tickets, \$50 per person, call 519-853-3195. Doors open at 6 p.m.

File photo by Herb Garbutt



TOWN OF
HALTON HILLS
Working Together Working for You!

EMPLOYMENT OPPORTUNITIES

Temporary/Seasonal Labourer, Parks and Cemeteries Operations Posting No. 200604

Directed by Parks and Cemeteries Supervisory staff, the successful applicant will perform various maintenance activities on parks, sports fields, open spaces, boulevards, cemeteries, arenas and public properties. Services provided include turf maintenance, tree maintenance, horticulture practices, repair park equipment and cemetery interment. Ensure safe working environment for staff by following prescribed procedures.

General Qualifications:

- Perform physical labour requirements of the activities and work with minimal supervision.
- Provide quality customer service to residents, outside agencies and other Departments within the Town of Halton Hills.
- Perform all work in a safe and conscientious manner with regard to regulations outlined in the Occupational Health & Safety Act.
- Demonstrate proficient use of all hand tools, power tools, four-wheel drive tractor and attachments, a tractor loader, pickup trucks and 1-3 tonne dump trucks.
- General understanding of turf grass and horticultural practices.
- Experience in municipal park and/or cemetery maintenance.
- Knowledge of Halton Hills parks and cemeteries locations and road network preferred.
- Good communication skills, including written, verbal and listening.
- Ability to work outside in all weather conditions.
- Provide direction to students, possess a positive attitude, and work under stressful conditions.
- Dependable attendance record.
- Possess a valid Ontario Class G license, Class D license with Z brake endorsement preferred.
- Secondary School diploma.
- Specialized courses in horticulture and/or parks maintenance and construction an asset.

Regular Hours of Work:

- Monday to Friday, 7:30 a.m. to 4:00 p.m.
- April to October.

Wages and Benefits:

\$16.90 per hour as specified in the Collective Agreement. This is a unionized position.

Please forward your application, with a cover letter, using ONE method of application only, by 4:30 p.m. Friday, February 3rd, 2006. Please quote Posting No. 200604 on your resume. 12

Part-time Communications Technician Halton Hills Fire Protection and Prevention Services Posting No. 200605

The Halton Hills Fire Protection and Prevention Services is a growing, composite fire department that provides a wide range of fire, rescue and related services to a community of 50,000 in the Greater Toronto Area. The department currently has an opening for a part-time Communications Technician (Dispatcher/Communicator). This position involves a rotating, compressed workweek schedule (12 hour shifts, including weekends and nights).

Responsibilities:

- Provide a complete range of communications and information processing duties.
- Process business and emergency telephone calls.
- Dispatch emergency apparatus.
- Make use of computer systems to deliver quality customer service to our community.

Qualifications:

- Secondary School graduation or equivalent.
- Graduation from a Post-Secondary school course of instruction relating to the "Emergency Services Communications" field of study.
- A good understanding of fire service practices.
- A sound knowledge of the community.
- The ability to remain calm under stressful conditions.
- Computer and keyboard skills (minimum 40 wpm).
- Excellent command of the English language combined with advanced written and oral communication skills

- Fluent second language skills are desirable.
- Advanced computer skills relating to programming and software applications are preferred.

Salary: Starting rate of pay is \$17.86/hour
The successful candidate must be available to work 12-hour shifts (including nights and weekends) on a fill-in basis.

Qualified candidates may submit a detailed resume in confidence by 4:30 p.m., Friday, February 10, 2006. Please quote Posting No. 200605 on your resume. 13

Supervisor, Administration and Systems Posting No. 200606

Reporting to the Director, Building, Zoning and Enforcement Services, this position is responsible for supervising all front-line staff and for providing technical systems guidance for the department.

Responsibilities:

- Provide administrative support to the department head: create, organize and maintain statistical information to support overall management; assist in the preparation of financial forecasts, operation and capital budget preparation; handling confidential matters relating to personnel and organizational issues
- Supervise the activities of the front-line staff: hire, train and administer performance appraisal for all front-line staff, summer students and temporary office support staff.
- Perform duties of departmental business system analyst and administrator of Amanda application system. Project future potential utilization of the computer application system(s) in order to achieve their full potential, including evaluating and recommending business operation alternatives. Liaise with Business Analyst in Corporate IT group on all application system matters.
- Schedule, organize materials and conduct department staff training for system upgrades, developing applicable training materials to educate staff specific to job functions.
- Create, analyze and maintain statistical reports of departments' monthly activities for internal use and external government agencies. Author quarterly reports to Council.

Qualifications & Skills:

- 3-year college diploma plus 1-year post-diploma Information System certificate, or equivalent.
- Must have minimum of 6 years experience in a business related environment.
- Completion of, or ability to pass, Legal Processes & Responsibilities course by the Ministry of Municipal Affairs and Housing
- Public relations and customer service and supervisory skills training.
- Experience with technical problem solving and integrating solutions
- Experience maintaining databases and general accounting.

Remuneration:

The salary range for this full time position is \$52,710 to \$62,751 per annum.

The Town of Halton Hills offers a highly professional, supportive and progressive work environment, compressed work week, flex-time, and a comprehensive compensation package including pension and health benefits.

Please forward your application, with a cover letter, using ONE method of application only, by 9:00 a.m., Monday, February 6, 2006. Please quote Posting #200606 on your resume. 14

Ms. Jackie Kerr
Manager of Human Resources
Town of Halton Hills
1 Halton Hills Drive
Halton Hills (Georgetown) ON L7G 5G2
Fax: (905) 873-1431
Email: humanresources@haltonhills.ca

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, C.25) and will be used to select a candidate. Questions regarding this collection should be directed to the Manager of Human Resources.

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

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