



# THE CORPORATION OF THE TOWN OF MILTON

TTY: 878-1657

878-7211

**MILTON  
ON-LINE**  
<http://www.town.milton.on.ca>

## EMPLOYMENT OPPORTUNITIES

### PLANS EXAMINER

Utilizing your highly developed analytical, report writing and record keeping skills, you will review documents submitted in support of building permit applications for compliance with the Ontario Building Code and all related Standards. You are well versed in MS WORD and Excel applications, and have a good working knowledge of information tracking data base systems such as AMANDA. Your exceptional interpersonal and communication capabilities are coupled with a post-secondary degree or diploma in Engineering or Architecture (with a Structural Engineering background) and 3 years' related experience. You must be eligible for membership in a related professional association (i.e. PEO, OAA, OACETT or AATO), and, having completed provincial and/or OBOA building related courses (including Legal Process and Responsibilities, Part 9 - technical, Part 3 - large buildings and part 3 - technical), you are eligible for the CBCO designation. Salary range: \$43,076 to \$50,678.

### BUILDING/PLUMBING INSPECTORS

The Planning and Development Department requires three inspectors to perform field inspections on new and renovated ICI and Residential buildings to ensure compliance with the Ontario Building Code Act and Regulations, Municipal by-laws and all other applicable Acts and Standards. You have highly developed report writing and record keeping skills, are well versed in MS WORD applications, and have a good working knowledge of information tracking data base systems such as AMANDA. Your exceptional customer service and dispute resolution skills are coupled with a post-secondary degree or diploma in Engineering or Architecture (with a Structural Engineering background). You are eligible for membership in a related professional association (i.e. PEO, OAA, OACETT or AATO). Having successfully completed provincial and/or OBOA building related courses (including Legal Process and Responsibilities, Part 9 - technical, Part 3 - large buildings and Part 3 - technical), you are eligible for the CBCO designation. A valid driver's license is essential. Salary range: \$43,076 to \$50,678.

### DEVELOPMENT ENGINEERING TECHNICIAN

Reporting to the Development Engineering Officer, the challenge of the technician is to ensure development design activities conform to standards from inception to completion. You will deal with pre-conception design and planning assessment, monitoring, correction of inadequacies and the recommendation of approvals and return of securities and have the ability to communicate effectively in writing and verbally. Computer proficiency, 5 years experience, a college diploma in Civil Engineering Technology and Confined Space Entry certification is a must. A valid "G" Ontario driver's licence and a reliable vehicle are also required. Salary range: \$43,076 to \$50,678.

### PERMIT ADMINISTRATOR

Utilizing your highly developed customer service and record keeping skills, you will receive and coordinate the processing of all building permit applications for the Town. You are extremely organized with experience dealing with the public. Computer proficiency in Word and Excel spreadsheets and knowledge of information tracking database software along with the ability to read construction drawings is a definite asset. A post-secondary education in business and 2 years' related experience is required. Salary range: \$32,634 to \$38,393.

### CREW PERSON II

The Department of Community Services requires a Full Time Crew Person II. This is a union position reporting directly to Operations Crew Supervisors. Work Schedule: Monday - Friday 40 hours per week, some overtime hours and winter shift work required. Job Responsibilities include: Working as part of a crew, ensuring that proper safety procedures are followed at all times, performing manual labour requiring lifting over 60lbs., qualified to operate vehicles including tractors, pick up trucks, 1 ton dump trucks, 6 ton single axle dumps with and without snow plow. You may be required to direct activities of one or more part-time workers. Qualifications needed: Grade 12 Diploma, a valid DZ Driver's Licence, mechanical aptitude and knowledge of the Occupational Health and Safety Act. Two years minimum previous experience in a municipal environment involving parks/horticultural maintenance and roads maintenance will be preferred. Starting hourly rate: \$16.33.

### PART TIME FIREFIGHTERS

The Milton Fire Dept. is accepting applications and/or resumes for Part time Firefighter positions. Preferred qualifications include: "DZ" license, First Aid, CPR, Grade 12 education and any other fire related courses.

Interested applications for all jobs should submit a resume by  
**November 15, 2000 to Town of Milton.**  
**Department of Corporate Services, 43 Brown St., Milton, Ontario L9T 5H2**  
**Attention: Coordinator, Human Resources**

In accordance with the Freedom of Information and Privacy Legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection. While we appreciate all applications received, only those invited for an interview will be contacted.

## URGENTLY REQUIRED

Concerned about the safety of school children and want to become involved? Apply for a Crossing Guard position. Effective Tuesday, September 26<sup>th</sup>, 2000 the Town of Milton will be in need of a Regular Part-Time Crossing Guard at:

**Laurier Avenue / Ontario Street**  
 Morning Crossing: 7:50 a.m. - 8:35 a.m.  
 After School Crossing 3:05 p.m. - 3:45 p.m.

Hourly Salary: \$11.00

Standby Crossing Guards are required for ALL locations to substitute during the absence of daily Crossing guards.

Gloria Day  
 Co-ordinator, Human Resources  
 The Corporation of the Town of Milton  
 43 Brown Street  
 Milton, Ontario L9T 5H2  
 (905) 878-7252, extension 2146

## COMMUNITY OPEN HOUSE

Monday, November 6, 2000

7:00pm - 9:00pm

**SAM SHERRATT SCHOOL - LIBRARY**

To provide your input regarding **LAURIER PARK - PROPOSED IMPROVEMENTS** - pathway reconstruction - pathway lighting - parking lot expansion - naturalization - mulching & **SAM SHERRATT TRAIL - PROJECT UPDATE** - pathway regrading - pathway widening - pathway lighting - increased visibility

*We value your input!*

Drawings will be available to view at Town Hall, October 27 - November 10, 2000. Questions or concerns should be forwarded to Roberta Sager, Parks Technologist, 878-7252 ext. 2168.

## FOR SALE: MILLENNIUM FLAGS

The Town of Milton is selling the Millennium Flags that are currently hanging on the posts along Main Street. There are eighty flags to be sold at a cost of \$25.00 each + \$1.75 GST for a total of \$26.75.

The flags will be sold on a first come first serve basis. The Town will accept advance purchase of the flags as of October 31, 2000. You will need to submit your name and quantity that you are requesting. The flags will be available for pick up after November 26, 2000. Payment for the flags can be made via cash, cheque, Visa, Mastercard or debit.

If you are interested in purchasing a flag you can register your request by:

1. Dropping by the Purchasing Department at Town Hall,
2. E-mailing your request to [leslie.williamson@town.milton.on.ca](mailto:leslie.williamson@town.milton.on.ca).
3. Faxing your request to 905-878-4231.

If you have any questions please contact Leslie Williamson, Coordinator, Purchasing at 905-878-7252 extension 2138.

## 2000 MUNICIPAL ELECTIONS NOTICE TO ELECTORS - POLLING NOTICE

The regular polling day for the 2000 Municipal, School Boards and Regional Chair Elections shall be **Monday, November 13th, 2000** between the hours of 10:00 a.m. and 8:00 p.m.

A Voter Notification Card was mailed on or about October 18th, 2000 to each elector in the municipality advising of the Polling Place and the Advance Polling Place for the respective dwelling units.

### ADVANCE POLLS

For the purpose of receiving votes of electors who expect to be unable to vote on November 13th, 2000, there will be **TWO** Advance Polls as follows:

**Saturday, November 4th, 2000**  
**Wednesday, November 8th, 2000**

between the hours of 10:00 a.m. and 8:00 p.m. at each of the following locations for electors of the respective wards:

Ward 1 (Trafalgar)	-	<b>Boyne Community Centre</b> <b>Britannia Road, east of Hwy. 25</b>
Ward 2 & 4 (Milton)	-	<b>Hugh Foster Hall</b> <b>43 Brown Street</b>
Ward 3 (Nassagaweya)	-	<b>Campbellville Fire Sub-Station</b> <b>Guelph Line, north of Hwy. 401</b>

### Are You Qualified to Vote in the 2000 Municipal Election?

Electors are requested to examine the Preliminary List of Electors (available for inspection in the Clerk's Office) to ensure their name and relevant information are correctly shown thereon.

"Qualified Elector" means a person who, during the period of September 5th to November 13th, 2000 was a Canadian Citizen, a resident of Milton or a non-resident owner or tenant or spouse thereof, and has attained the age of 18 years by November 13th, 2000.

Helen Lisi  
 Returning Officer and Town Clerk  
 Town of Milton

## 2000 MUNICIPAL ELECTIONS NOTICE TO ELECTORS APPOINTMENT OF VOTING PROXY

Any person whose name is entered in the Polling List for a polling subdivision or who has obtained a certificate entitling him/her to vote, may vote by Proxy in that polling subdivision.

Any person who is entitled to vote may, by Proxy, appoint in writing in the prescribed form as his/her voting proxy, any other person who is eligible as an elector in the municipality.

Such persons must be appointed and certified by the Clerk of the Town of Milton during the period of October 14th, 2000 to November 13th, 2000 during normal office hours, or during the period from 12:00 noon to 5:00 pm, on Saturday, November 4th, 2000. The prescribed Proxy vote forms are available from the Office of the Returning Officer (Clerks Department), Town of Milton, 43 Brown Street.

Helen Lisi  
 Returning Officer and Town Clerk  
 Town of Milton