

If you spot breaking news, call us at (905) 878-2341, ext. 234. If office is closed, please leave us a message.



GRAND OPENING



... I Do Wedding Designs & Rental

Please come and visit us on display this weekend, June 14 - 16, at Milton Mall

Brides enter the draw for a chance to win 50% off any wedding design package. This weekend only.



905-693-0542



Havin' some fun for a good cause

The Heart and Stroke Foundation's Big Bike event rolled into town Saturday morning as corporate teams took turns peddling the 'Big Bike' to raise money for the charity. Here, little Sidney Honrath (at right) goes nose to nose with Royal Bank mascot Leo the Lion (his mother Terri) — who (above) lends a hand, or rather two feet, to teammates during Royal Bank's leg of the event.

Photos by GRAHAM PAINE



THE CORPORATION OF THE TOWN OF MILTON

TTY: 905-878-1657

905-878-7252

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

EMPLOYMENT OPPORTUNITIES

REGULAR PART TIME COORDINATOR, MARKETING AND COMMUNICATIONS

Community Services Department
The hourly rate is: \$25.11 to \$29.54

The Town of Milton requires an individual to fill the newly made part time position of Coordinator, Marketing/ Communications working an average of twenty-one hours per week. This position will coordinate all promotional programs and activities, manage department image and conducts research and market analysis.

Other duties include: Facilitates the planning & implementation of communications, including media relations, writing/editing communication materials (Community Services Guide, advertising brochures, flyers, coupons, etc.); Develop Department marketing plan, plan and manage department image awareness and community pride including involvement with events; Provide leadership and expertise in the development of marketing strategies and activities; Research and analysis; Liaise and build relationships with multiple stakeholders; Other duties as assigned.

Applicants must possess a post-secondary education in Marketing or Communications combined with a minimum of 2 years related experience. Business planning knowledge, copy-writing skills and experience with all print communications required. Applicants must be proficient in windows based software including Desktop publishing. Excellent written and oral communication skills and ability to work independently are required.

FACILITY MAINTENANCE

Community Services Department
The hourly rate is: \$15.72 to \$18.49

The Town of Milton has a vacated position available for full-time Facility Maintenance. This position will report directly to the Supervisor, Facility Operations.

WORK SCHEDULE: Shift work - 40 hours per week, rotating shifts, along with weekend coverage required.

Job responsibilities include: Perform daily, weekly, and monthly scheduled maintenance procedures; Perform maintenance and janitorial duties; Report ongoing maintenance conditions to the Supervisor and recommend improvement as required; Adhere strictly to all related health, fire and safety regulations; Assist in maintaining an overall high standard in maintenance operations and public relations; Maintain a high standard of public relations with patrons; Occasional heavy lifting required; Maintain a variety of Town facilities as required; Other duties as assigned.

Successful applicants should have a High School Diploma, experience in maintenance/janitorial and swimming pool - related duties preferred, knowledge and experience in building systems (i.e. HVAC, plumbing, electrical and mechanical) is preferred, First Aid, CPR, G Class drivers license required.

Major Job Responsibilities include: Review drawings, specifications, technical reports for compliance with the Ontario Building Code, Municipal By-laws and all other applicable Acts and Standards; Communicate requirements that have not been fulfilled to applicants, both verbally and in writing; Research and provide written/oral interpretations of the requirements of the Ontario Building Code Act and Regulations under the direction of the Chief Building Official; Provide front line customer service by responding to general Code requirements at counter and by telephone; Assist in the processing of building permit applications through use of the AMANDA information tracking database; Maintain accurate records; Other related duties as assigned.

PLANS EXAMINER

Planning and Development Department,
Building Section
Salary Range: \$45,699 to \$53,764

The Town of Milton requires an individual to fill the vacated position of Plans Examiner. The successful candidate will be part of a dynamic team that reviews documents submitted in support of Building Permit Applications for all building types, to establish compliance with the Ontario Building Code and all other applicable Acts and Standards.

The ideal candidate will possess a university degree in Civil Engineering/Architecture or be a Certified Engineering/Architectural Technologist with 3 - 6 years of design, review or construction management experience. Detailed knowledge of Parts 2, 3, 9, 10 & 11 and working knowledge of Parts 4, 6, 7 & 8 of the Ontario Building Code is required. Preference will be given to applicants designated or eligible for designation as a Certified Building Code Official (CBCO). The successful candidate will have strong interpersonal and communication skills, good report writing and record keeping skills, thorough theoretical and practical knowledge in the design and analysis of building structures, and computer literacy skills.

Interested applicants for any of the above positions should submit a resume by June 21, 2002 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.