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Rideau Canal Lock Operations Student Recruitment 2021

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Reference number: CAP21J-019514-000053

Selection process number: 21-CAP-OWW-RC-OC-002

Parks Canada - Ontario Waterways- Rideau Canal

Lock stations along the Rideau Canal, including: Ottawa, Hogs Back, Hartwells, Black Rapids, Long Island, Burritts Rapids, Nicholsons, Clowes, Merrickville, Kilmarnock, Old Slys, Edmonds, Kingston Mills, Brewers, Jones Falls, Davis, Chaffeys, Newboro, Narrows, Smiths Falls, Poonamalie, and Beveridges.

SU-01 - Lock Operating Assistants

\$15.00 to \$16.49 per hour (Salary to be determined at the time of the hire, is based on the current academic level of the student, and is currently under review.)

For further information on the organization, please visit [Parks Canada](#)

[Learn more about Parks Canada's Historic Canals and Waterways Lock Operations.](#)

Closing date: 30 June 2021 - 23:59, Pacific Time

Who can apply: To be eligible, you must be:

- a full-time secondary or post-secondary student in an accredited institution;
- currently recognized as having full-time student status by the academic institution in which you are presently enrolled;
- returning to full-time studies in the next academic term;
- the minimum age to work in the province where the job exists.

All eligible students who have legal status to work in Canada. Please indicate in your application the reason for which you are entitled to work in Canada: Canadian citizenship, permanent resident status or work permit.

[Apply online](#)

Important messages

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

Assessment accommodation

Apply early. Start your job search in now. Even though our advertisement states a closing date of end of June, we pull resumes for review from mid-February through June (The best jobs go fast!). When you apply to this selection process, you are not applying for a specific job, but to an inventory for future vacancies. As positions become available, applicants who meet the qualifications may be contacted for further assessment.

From the work locations currently listed on the poster, please clearly identify in your application the work location(s) in which you are prepared to work.

Salary to be determined at the time of the hire and is based on the current academic level of the student.

Duties

Students will work at Rideau Canal lock stations and assist with the movement of boats; collect money for permits and lockage fees, and provide housekeeping, grounds keeping and general maintenance at lock stations along the Rideau Canal.

Work environment

From the heart of Canada's capital, the historic Rideau Canal waterway winds south from Ottawa through towns, farms and woodlands for 202 kilometres (126 miles) towards Kingston on Lake Ontario. Constructed after the War of 1812 on fears of an American invasion of the St. Lawrence River, it served as an alternative shipping route between Montréal and Kingston.

The working canal, with its 19th century locks and structures, links rivers and lakes with man-made channels - an ideal landscape for outdoor activities and glimpses of Old Ontario on a water route through living history.

Student lock operators will work outdoors as important members of our lock operations team. Employment opportunities may be full or part time, with various start and end dates from May to October.

Intent of the process

The intent of this process is to hire students for Lock Operations during the summer of 2021, for a determinate period. Qualified students may be offered other student employment opportunities at the Rideau Canal.

Positions to be filled: Number to be determined

Information you must provide

Your résumé.

A covering letter in 1,000 words (maximum) "addressing the questions: 1) Why do you want to work for the Rideau Canal Lock Operations, 2) what is your experience in customer service and handling cash and, 3) what is your experience in grounds-keeping, janitorial maintenance, or general labour?"

Contact information for 2 references.

In order to be considered, your application must clearly explain how you meet the following (essential qualifications)

- Students who are currently enrolled in full-time studies at an accredited institution and returning to full-time studies in the next academic term. High school students and post-secondary students may apply.

Degree equivalency

- Experience in client and customer service;
- Cash handling experience;
- Experience in grounds-keeping, janitorial maintenance, or other labour-intensive functions, including using tools and equipment.

The following will be applied / assessed at a later date (essential for the job)

Various language requirements

- English essential ; or
- Bilingual imperative - oral interaction

Information on language requirements

- Knowledge of the Parks Canada Agency and the historic canals/waterways and the services they provide to the public.
- Shares our vision;
- Makes things happen;
- Personally connects with people;
- Communicates effectively;
- Takes responsibility.

Conditions of employment

Reliability Status security clearance

- Willing and able to work: irregular hours, overtime, weekends and/or on statutory holidays, when required.

OPERATIONAL REQUIREMENTS

The successful candidate(s) will:

- Be exposed to variable weather conditions when moving between facilities and working outdoors;
- Wear a Parks Canada uniform and abide by uniform policy;
- Possess a valid standard first aid and CPR level C certification prior to commencing employment.

Other information

The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate if you belong to one of the designated groups when you apply.

Information on employment equity

Apply early. Start your job search in now. Even though our advertisement states a closing date of end of June, we pull resumes for review from mid-February through June. (The best jobs go fast!)

Persons are entitled to participate in the appointment process in the official language of their choice.

A random and/or top down selection of candidates may be used in the determination of those to be given further consideration in the assessment process.

Parks Canada is committed to the principles of diversity and employment equity under the Employment Equity Act, and strives to ensure that our workforce reflects the diverse nature of Canadian society. We encourage women, Aboriginal peoples, persons with disabilities and members of a visible minority group to self-identify in their application.

Please submit your completed application, including all of the abovementioned documentation. Failure to do so may result in your application being rejected.

The Parks Canada Agency is established as a separate employer in the Federal Public Service under the Financial Administration Act. Persons appointed to the Agency continue to be part of the Public Service. The Parks Canada Agency operates under its own human resources framework outside of the Public Service Employment Act and in line with values of fairness, competence and respect, and its operating principles.

In accordance with paragraph 8(2)(a) of the Privacy Act, information or material, whether provided directly by the candidate or otherwise obtained by the selection board, used during the selection process for the purpose of assessing a candidate may be used as part of the selection review and recourse processes. Such relevant information may be provided to third parties, such as other candidates or their representatives, who have a legitimate reason to be aware of that information.

Persons are entitled to participate in the appointment process in the official language of their choice.

Tips for applicants:

- Please provide complete and thorough details of your education and experience.
- Do not assume that the screening board has any previous knowledge of your background, qualifications, or work history. You must be specific and provide concrete examples/details for each Experience element, as applications will be screened only on the information provided.
- Failure to provide sufficient information may result in your application being screened out of the competition.

For tips to navigate the application process step by step, refer to the following site:
<https://www.youtube.com/watch?v=0GW7P3g9hhI>.

We will only accept on-line applications received via the jobs.gc.ca site.

All job applications must therefore be submitted through the Public Service Resourcing System. Following are some of the benefits associated with applying on-line.

- Applicants can create a profile and a resume that can be used when applying for other processes without having to recreate a new application each time.
- Applicants can modify their application/resume at any time BEFORE the closing date indicated on the job advertisement.
- Applicants can verify the status of their applications, at any time.
- Applicants can be notified electronically of tests or interviews and results.
- For some jobs, applicants will find important information, namely the job questionnaire and a complete statement of merit criteria that are only available when applying on-line.

To submit an application on-line, please select the button "Apply Online" below.

Persons who are unable to apply on-line must contact the person listed below prior to the closing date.

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

We thank all those who apply. Only those selected for further consideration will be contacted.

Travel cost for individuals who are not Federal Public Servants will not be covered.

We thank all those who apply. Only those selected for further consideration will be contacted.

Contact information

Human Resources, Ontario Waterways Unit

pc.rhcr-rchr.pc@canada.ca

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