



## GC (Government of Canada)

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# Trent-Severn Waterway - Lock Operations - Student

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**Reference number:** CAP20J-014492-000053

**Selection process number:** 21-CAP-OWW-TSW-S-RM-OC-004

Parks Canada - Ontario Waterways

LOCATIONS: Various lock stations on the Trent-Severn Waterway from Port Severn to Trenton, Ontario.

SU-01 - Various lock stations from Port Severn to Couchiching Ontario, SU-02 - Various lock stations from Bobcaygeon to Gamebridge, Ontario, SU-03 - Various lock stations from Peterborough to Buckhorn, Ontario, SU-04 - Various lock stations from Trenton to Hastings, Ontario, SU-05 - Haliburton, Ontario  
\$15.00 to \$16.49 per hour ((currently under review) Salary to be determined at the time of the hire.)

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

[Trent-Severn Waterway  
Waterways Employee Orientation](#)

Experience Canada by joining the Parks Canada Agency! [Parks Canada Web site](#)

**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.

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

SU 01-05 - Summer Operating Assistant

SU 01 - Various lock stations from Port Severn to Couchiching Ontario

SU 02 - Various lock stations from Bobcaygeon to Gamebridge, Ontario

SU 03 - Various lock stations from Peterborough to Buckhorn, Ontario

SU 04 - Various lock stations from Trenton to Hastings, Ontario

SU-05 -Haliburton, Ontario

## **Duties**

Students will work at Trent-Severn Waterway lock and bridge stations and assist with the movement of boats; collect money for permits and lockage fees, and provide housekeeping, grounds keeping and general maintenance at the Lock Station.

## **Work environment**

Ontario's historic canals are defining features of Canada and provide communities and visitors with beauty, recreation, and a unique sense of history. Parks Canada plays a leadership role in the protection of these special places.

The Trent-Severn Waterway is a National Historic Site, 386 km in length, which links Lake Ontario at Trenton with Lake Huron at Port Severn on Georgian Bay and attracts about 1.4 million visitors each year offering heritage tourism and recreation.

## **Intent of the process**

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.

**Positions to be filled: 10**

## **Information you must provide**

Your résumé.

A covering letter in 1,000 words (maximum) "Applicants must clearly demonstrate in their cover letter how they meet the Education and Experience criteria listed in the Statement of Qualifications (see below). Applicants must list both of these factors in their cover letter, and then write one or two paragraphs for each demonstrating how they meet these factors by providing concrete examples. Please note that it is not sufficient to only state that these factors are met or to provide a listing of current or past responsibilities. Resumes will be used as a secondary source to validate the experience described in the cover letter. Failure to clearly demonstrate in your cover letter how you meet the Education and Experience factors found on the Statement of Qualifications (see below), may result in the rejection of your application. Normally, applicants will not be solicited for incomplete or possible missing information."

Contact information for 3 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.

Degree equivalency

- Experience in client service and working with the public;
- Experience in grounds-keeping, janitorial maintenance, or other labor intensive functions, including the use of related tools and equipment;
- Cash handling experience;

## **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;
- Makes things happen;
- Personally connects with people;
- Communicates effectively;
- Takes responsibility.

## **Conditions of employment**

Reliability Status security clearance

- Possession of a valid Ontario Class "G" or "G2" driver's license, or a provincial/territorial equivalent;
- Willing and able to work: irregular hours, overtime, weekends and/or on statutory holidays, when required.

## **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!).

Please select only the SU (stream/location) for which position(s) you are submitting an

application and for which you would be willing to report to work.

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 above-mentioned 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.rhvnts-tswhr.pc@canada.ca](mailto:pc.rhvnts-tswhr.pc@canada.ca)

# Apply online

**Date modified:**

2021-01-26