

Fire Department Summer Student(s)

Position Summary:

The main objectives of this position are:

- To gather information for the Fire Department of businesses in Enfield
- Taking photos of the businesses and public interaction.
- Will require having working computer knowledge, data entry, some administration work, filing and inventory.
- The candidate must be responsible for time management.

Qualifications:

- Entering or already full time enrollment in approved post-secondary institution
- A high school diploma
- Working knowledge of Computers and Microsoft Office
- A valid Nova Scotia Driver's License Class 5.
- Driving abstract demonstrating responsible and safe driving behavior.
- Current certification in Emergency First Aid and CPR would be an asset.
- A Criminal Records Check/Vulnerable Persons Record Check.
- Access to a reliable vehicle is required for the position.

Conditions of Employment:

- Work under the direction of the Chief of the department
- Sign the Departmental Confidentiality Agreement
- Employee is neither expected to nor will be allowed to respond to emergency calls
- A uniform, ID Tag and appropriate Personal Protective Equipment will be supplied
- Employee is expected to supply CSA-approved safety footwear
- A digital camera will be supplied

Wage Range: \$11.00 per hour (plus 4% vacation pay).

Hours of Work: Monday to Friday 7:30 am to 4:00 pm.

Work Term: June 3, 2013 to Aug 30, 2013

Work Location: Enfield Fire Station and the Communitie of Enfield.

Closing Date: applications will be received up to midnight, May 10th, 2013. Applications must be emailed to job@enfieldfire.ca.