



Making life better in King

**King is Hiring
Student, Public Works
(May – August 2025)**

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Manager of Transportation, Utilities & Fleet Services, the Student is responsible for the following:

- Assist with the management and maintenance of the fleet, including scheduling regular maintenance and repairs.
- Maintain records of vehicle usage, maintenance, and repairs.
- Coordinate with vendors and service providers for fleet-related services.
- Assist with the procurement of new fleet vehicles and equipment.
- Provide support in the development and implementation of fleet management policies and procedures.
- Assist with the administration of fleet management software (Geotab, Citywide).
- Handle administrative functions related to vehicle and equipment maintenance.
- Commission and decommission new and pre-owned vehicles.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Enrolled in a post-secondary program.
- Proficiency in Microsoft Office products, including Word, Excel, and Outlook as well as fleet-related and asset management software (e.g. Geotab, Citywide).
- Must be able to work courteously and effectively with the general public, staff, engineering consultants, contractors, and government agencies.

Conditions of Employment:

- Must have own CSA approved safety boots.
- Valid class G driver's license in good standing with access to own transportation.
- Work involves mental and visual concentration with frequent interruptions.
- Work areas will be both inside an office environment and outside in various locations.
- Must be available to work the duration of the contract.
- Hours of work will be between 8:30AM-4:30PM, Monday to Friday, but may vary and additional work may be required from time to time.
- Must be legally authorized to work in Canada

Wage Rate: **\$20.00/hour**

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on April 3, 2025**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.