



YOUR GUIDE TO

Considering Careers in Your Local Municipality

**FOR HIGH SCHOOL STUDENTS
AND GUIDANCE**

Explore careers that will allow you to

**STAY LOCAL
&
GIVE BACK TO YOUR COMMUNITY**

with...

- ✓ **COMPETITIVE PAY AND BENEFIT PACKAGES**
- ✓ **EXCELLENT CAREER DEVELOPMENT OPPORTUNITIES**
- ✓ **FLEXIBILITY**

Introduction

This handbook will help you to explore the many careers within your local Municipal Government. The handbook is divided by department and provides insight into the interests, technical skills and soft skills that are related to jobs in each of the departments. You will also find information on high school courses and post-secondary programs that could potentially lead to employment in these job categories.

This handbook should be used as a place to start when exploring careers of interest. More information on municipal careers and employment within your local Municipal Government can be found on your local Municipality's website.

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Community Development

JOB CATEGORIES UNDER THIS DEPARTMENT

Administrative Assistant
Business Outreach
Graphic Design

Marketing
Planning
Managers

RELATED INTERESTS

Working with people
Artistic/Creative
Making a difference in your community

Leadership development
Business development
Community development

RELATED HIGH SCHOOL COURSES

BMX 3E
BOG 4E
TGJ 4O
TGJ 4M
BBB 4E
EBT 4O
BTA 3O
TFJ courses
TGJ courses
FSF courses

RELATED POST-SECONDARY COURSES

Commerce
Business Administration
Business Management
Urban Planning
Marketing
Graphic Design
Public Relations
Office Administration

NECESSARY SOFT SKILLS

Written & Oral Communication Skills
Analytical/Problem Solving & Decision Making Skills
Interpersonal & Customer Service Skills
Ability to Work Independently & Liaise with a Team

Professionalism
Flexibility & Adaptability
Ability to Meet Deadlines Under Pressure
Organizational & Time Management Skills

NECESSARY TECHNICAL SKILLS

Advanced Computer Skills
Graphic Design Proficiency
Use of Microsoft Office
Knowledge of GIS software
Knowledge of Municipal & Federal Acts, Regulations & Standards

Corporate Services

JOB CATEGORIES UNDER THIS DEPARTMENT

Clerk
Legislative Services
Administrative Assistant
Records and Information
Communications and Community Engagement

RELATED INTERESTS

Working with technology
Organization
Creative Writing
Organization

Working independently
Working with people
Research

RELATED HIGH SCHOOL COURSES

BMX 3E
BOG 4E
TGJ 4O
TGJ 4M
EBT 4O
BTA 3O

RELATED POST-SECONDARY COURSES

Business Public Administration
Political Science
Business Administration
Marketing
Communications
Journalism
Public Relations
Office Administration

NECESSARY SOFT SKILLS

Written & Oral Communication Skills
Analytical/Problem Solving & Decision Making Skills
Interpersonal & Customer Service Skills
Organizational & Time Management Skills

Professionalism
Trustworthiness
Attention to Detail
Ability to Meet Deadlines Under Pressure

NECESSARY TECHNICAL SKILLS

Computer Skills
Graphic Design Skills
Knowledge of Microsoft Suite
Knowledge of Municipal, Provincial & Federal Regulations

Finance

JOB CATEGORIES UNDER THIS DEPARTMENT

Payables
Accountant
Customer Service
Human Resources

Treasurer
Tax and Revenue
Financial Planning
Payroll and Benefits

RELATED INTERESTS

Working independently
Working with numbers
Analyzing

Personal finance
Organization
Research

RELATED HIGH SCHOOL COURSES

BAF 3M
BAT 4M
BMX 3E
BTA 3O
BTX 4E
EBT 4O
HSE 4M
MDM 4U

RELATED POST-SECONDARY COURSES

Accounting
Office Administration
Human Resource Management
Commerce
Business Management
Business Administration

NECESSARY SOFT SKILLS

Written & Oral Communication Skills
Analytical/Problem Solving & Decision Making Skills
Interpersonal & Customer Service Skills
Organizational & Time Management Skills

Professionalism
Trustworthiness/Confidentiality
Attention to Detail

NECESSARY TECHNICAL SKILLS

Advanced Computer Skills
Knowledge of Accounting/Financial Software
Knowledge of Payroll/Benefit Requirements
Strategic Labour & Employee Relations Skills
Knowledge of Microsoft Suite
Knowledge of Municipal, Provincial & Federal Regulations

Fire & Emergency Services

JOB CATEGORIES UNDER THIS DEPARTMENT

Fire Department
Building Official
Municipal -ByLaw Enforcement

Customer Service
Administrative Assistant

RELATED INTERESTS

Working with people
Health and fitness
Public service

Risk-taking
Adventure

RELATED HIGH SCHOOL COURSES

PSK 4U
SCH 4C
CLN 4U
BTA 30
BTX 4E
EBT 40
PPL Courses

RELATED POST-SECONDARY COURSES

Fire Service / Fire Service Leadership
Fire Protection Technology
Business Management
Public Administration
Architecture Technologist
Engineering Technologist
Law and Security
Police Foundations
Criminology
Office Administration

NECESSARY SOFT SKILLS

Written & Oral Communication Skills
Analytical/Problem Solving & Decision Making Skills
Interpersonal & Customer Service Skills
Ability to Assess Situations & Make Recommendations

Organizational & Time Management Skills
Ability to Negotiate & resolve Disputes
Attention to Detail

NECESSARY TECHNICAL SKILLS

Knowledge of Various Regulations incl. Ontario Fire Code & Highway Traffic Act
Awareness of Safe Work Practice Legislation
First Aid / CPR
Advanced Computer Skills
Knowledge of Microsoft Suite
Knowledge of Municipal, Provincial & Federal Regulations/legislation
Specific Certifications

Municipal Project Staff

JOB CATEGORIES UNDER THIS DEPARTMENT

**Roads
Water and Wastewater
Projects**

RELATED INTERESTS

Working with technology
Working with numbers
Understanding how systems work
Climate change
Water and soil conservation

RELATED HIGH SCHOOL COURSES

BAF 3M
BAT 4M
SVN 3M
TTJ Courses

RELATED POST-SECONDARY PROGRAMS

Civil Engineering
Accounting
Civil Engineering Technology

NECESSARY SOFT SKILLS

Organizational & Time Management Skills
Analytical/Problem Solving & Decision Making Skills
Interpersonal & Customer Service Skills
Ability to Work Independently & Liaise with a Team

Written & Oral Communication Skills
Research Skills
Attention to Detail

NECESSARY TECHNICAL SKILLS

Computer Skills
Knowledge of CIS & AutoCAD / ARCInfo
Knowledge of Project Tracking Software
Ability in Construction and Inspection of Water/Wastewater Infrastructure
Knowledge of Microsoft Suite

Parks, Recreation & Culture

JOB CATEGORIES UNDER THIS DEPARTMENT

Parks and Facilities
Community Development
Events Coordinator
Aquatics Staff

Child and Youth
Older Adult
Customer Service

RELATED INTERESTS

Working with people
Health and fitness
Working with children

Working outside
Working with seniors
Planning events
Plants, trees and landscaping

RELATED HIGH SCHOOL COURSES

SVN 3M	TOJ 4C
TFJ 4C	BMX 3E
CGG 3O	HPD 4C
BMI 3C	HPW 3C
BTX 4E	HHG 4M
PSK 4U	PPL Courses

RELATED POST-SECONDARY COURSES

Recreation and Leisure Studies
Recreation and Leisure Services
Special Event Planning
Child and Youth Care
Gerontology
Office Administration
Horticulture
Human Services
Community Development
Parks and Facilities Management

NECESSARY SOFT SKILLS

Written & Oral Communication Skills
Analytical/Problem Solving & Decision Making Skills
Interpersonal & Customer Service Skills
Organizational & Time Management Skills
Ability to Work Independently & as Part of a Team

Teaching/Training Skills
Attention to Detail
Creativity
Enthusiasm

NECESSARY TECHNICAL SKILLS

Computer Skills
Ability to Operate Equipment
Mechanical Aptitude
Knowledge in Program Scheduling, Special Event Management and Program Evaluation
Knowledge of Microsoft Suite
Thorough Knowledge of Municipal, Provincial & Federal Regulations

Works & Engineering

JOB CATEGORIES UNDER THIS DEPARTMENT

Engineers
Geographic Information Systems (GIS)
Transportation Operations
Roads Staff

Waste Transfer
Transit Staff
Wastewater and Water Operations
Labourer

RELATED INTERESTS

Solving problems
Working outside
Climate change

Understanding how systems work
Working with people

Working with vehicles
Repairing

RELATED HIGH SCHOOL COURSES

TCJ 4E SCH 4U
CGO SPH 4C
4M SPH 4U
MEL 3E PPL Courses
MEL 4E TTJ Courses
SCH 4C TCJ Courses
4C / 4U Mathematics Courses

RELATED POST-SECONDARY COURSES

Civil Engineering
Civil Engineering Technology
Engineering Technician
Engineering Technology
Geography
Computer Science
Environment Science
Construction Management
Heavy Equipment Operation
Automotive Service Technician

NECESSARY SOFT SKILLS

Written & Oral Communication Skills
Analytical/Problem Solving & Decision Making Skills
Ability to Work Independently & Liaise with a Team
Organizational & Time Management Skills

Ability to Facilitate Discussions
Interpersonal & Customer Service Skills
Ability to Follow Procedure
Attention to Detail

NECESSARY TECHNICAL SKILLS

Computer Skills
Knowledge of CIS & AutoCAD
Health & Safety Training
Job Specific Certifications
Knowledge in Drawing, Blue Prints, Schematics & SCADA
Experience Working with Instrumentation, Computer Maintenance Management Systems
Knowledge of Microsoft Suite