



YOUR GUIDE TO

Considering Municipal Careers Directly out of High School

**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 that do not require post-secondary education. 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 that could potentially be related 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 and regional Municipal Government can be found on your Municipality's website.

Index

LOCAL

COMMUNITY DEVELOPMENT	3
CORPORATE SERVICES	4
FINANCE	5
FIRE & EMERGENCY SERVICES	6
PARKS, RECREATION & CULTURE	7
WORKS & ENGINEERING	8

REGIONAL

COMMUNITY & SOCIAL SERVICES	9
ECONOMIC DEVELOPMENT	10
HEALTH CARE/LONG-TERM CARE	11
TRANSPORTATION, WASTE & FACILITIES	12

Community Development

JOB CATEGORIES UNDER THIS DEPARTMENT

Administrative Assistant
Visitors Centre Attendant

RELATED INTERESTS

Working with people
Making a difference in your community

Community development

RELATED HIGH SCHOOL COURSES

Technology Classes
Travel/Tourism Classes

RELATED TRAINING

Tourism / Travel Course
Computer / Business Course
Secretary or Treasurer Course

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
Ability to Meet Deadlines Under Pressure
Organizational & Time Management Skills

NECESSARY TECHNICAL SKILLS

Advanced Computer Skills
Use of Microsoft Office
Knowledge of Municipal & Federal Acts, Regulations & Standards

Corporate Services

JOB CATEGORIES UNDER THIS DEPARTMENT

**Administrative Assistant
Records and Information**

RELATED INTERESTS

Working with technology
Organization

Working independently
Working with people
Research

RELATED HIGH SCHOOL COURSES

Technology Classes
English Classes

RELATED TRAINING

Certified Municipal Officer "A" Designation
Computer/Business Courses

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

NECESSARY TECHNICAL SKILLS

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

Finance

JOB CATEGORIES UNDER THIS DEPARTMENT

Customer Service Assistant

RELATED INTERESTS

Working independently

Working with people

RELATED HIGH SCHOOL COURSES

Technology Classes
English Classes

RELATED TRAINING

Computer Courses

NECESSARY SOFT SKILLS

Written & Oral Communication Skills
Interpersonal & Customer Service Skills
Organizational & Time Management Skills

Trustworthiness/Confidentiality
Attention to Detail

NECESSARY TECHNICAL SKILLS

Computer Skills
Knowledge of Microsoft Suite

Fire & Emergency Services

JOB CATEGORIES UNDER THIS DEPARTMENT

Customer Service Assistant
Administrative Assistant

RELATED INTERESTS

Working with people
Public service

RELATED HIGH SCHOOL COURSES

Technology Classes
English Classes

RELATED TRAINING

Computer / Business Course

NECESSARY SOFT SKILLS

Written & Oral Communication Skills
Interpersonal & Customer Service Skills

Organizational & Time Management Skills
Attention to Detail

NECESSARY TECHNICAL SKILLS

Advanced Computer Skills
Knowledge of Microsoft Suite
Clerical Skills

Parks, Recreation & Culture

JOB CATEGORIES UNDER THIS DEPARTMENT

Aquatics Staff
Parks Foreman
Cemetery Operator
Facilities Operator

Program Staff
Customer Service
Facilities Forman

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

Environmental Science Classes
Physical Education Classes
Technology Classes
Parenting Classes
Family Studies Classes

RELATED POST-SECONDARY COURSES

Lifeguard Certification
CPR/ First-Aid
Turf Care & Maintenance Training

NECESSARY SOFT SKILLS

Written & Oral Communication 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

Works & Engineering

JOB CATEGORIES UNDER THIS DEPARTMENT

Transportation Operations
Roads Staff
Labourer

Waste Transfer
Transit Staff
Wastewater and Water Operations

RELATED INTERESTS

Solving problems
Working outside
Climate change

Understanding how systems work
Working with people

Working with vehicles
Repairing

RELATED HIGH SCHOOL COURSES

Environmental Science Classes
Physical Education Classes
Technology Classes
Mathematics Classes

RELATED TRAINING

Heavy Equipment Operation
Position Specific Licenses
Water Treatment Certifications
Roads Supervisor Certifications

NECESSARY SOFT SKILLS

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

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

NECESSARY TECHNICAL SKILLS

Computer Skills
Health & Safety Training
Job Specific Certifications
Knowledge of Microsoft Suite

Community & Social Services

JOB CATEGORIES UNDER THIS DEPARTMENT

Food Security Service - Warehouse Assistant

RELATED INTERESTS

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

Leadership development
Business development
Community development

RELATED HIGH SCHOOL COURSES

English Classes
Environmental Science Classes
Food and Culture Classes
Nutrition and Health Classes
Physical Education Classes

RELATED TRAINING

"D" Class License
Food Safety Training Certificate
Forklift Operation

NECESSARY SOFT SKILLS

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

NECESSARY TECHNICAL SKILLS

Knowledge of Microsoft Office Suite
Record Keeping Skills
Basic Mathematical Skills
Written Communication Skills

Economic Development

JOB CATEGORIES UNDER THIS DEPARTMENT

Food Processing

RELATED INTERESTS

Working with technology
Organization
Working independently

Working with people

RELATED HIGH SCHOOL COURSES

English Classes
Environmental Science Classes
Food and Culture Classes
Nutrition and Health Classes
Physical Education Classes

RELATED TRAINING

Food Safety Training Certificate

NECESSARY SOFT SKILLS

Written & Oral Communication Skills
Interpersonal & Customer Service Skills
Organizational & Time Management Skills

Collaboration Skills
Teamwork & Team Building Skills

NECESSARY TECHNICAL SKILLS

Knowledge of Microsoft Office Suite
Written Communication Skills
Basic Mathematics Skills
Record Keeping Skills

Health Care/Long-Term Care

JOB CATEGORIES UNDER THIS DEPARTMENT

Dietary Aide
Handyperson
Housekeeping Aide
Laundry Aid

RELATED INTERESTS

Working with People
Health & Fitness
Cooking & Nutrition

Helping Other People
Cleaning

RELATED HIGH SCHOOL COURSES

English Classes
Mathematics Classes
Food and Culture Classes
Nutrition and Health Classes
Physical Education Classes
Health Care Classes

RELATED TRAINING

Food Safety Training Certificate

NECESSARY SOFT SKILLS

Written & Oral Communication Skills
Analytical/Problem Solving & Decision Making Skills
Interpersonal & Customer Service Skills
Ability to Interact with Elderly Clients & Families

Collaboration and Team Work Skills
Empathy
Organizational & Time Management Skills
Patience

NECESSARY TECHNICAL SKILLS

Ability to Undertake a Physically Demanding Position
Position Specific Knowledge (i.e Dietary, Housekeeping)
Knowledge of Health and Safety Procedures

Transportation, Waste & Facilities

JOB CATEGORIES UNDER THIS DEPARTMENT

Roads Operations and Construction
Mechanic
Equipment Operator
Waste Operations
Seasonal Road Operator
Facilities Staff

Maintenance
Driver
Transfer Station Attendant
HVAC Technician
Painter
Building Superintendent

RELATED INTERESTS

Understanding How Things Work
Working Outside
Mechanically Inclined

Working with vehicles
Repairing
Solving Problems

RELATED HIGH SCHOOL COURSES

Mathematics Classes
Technology Classes
Physical Education Classes

RELATED TRAINING

Job Specific Trade Certificates
"G" Class License
Health & Safety Training
CPR / First-Aid

NECESSARY SOFT SKILLS

Written & Oral Communication Skills
Analytical/Problem Solving & Decision Making Skills
Interpersonal & Customer Service Skills
Strategic Thinking Skills

Organizational Skills
Teamwork Skills
Ability to Troubleshoot

NECESSARY TECHNICAL SKILLS

Mechanical Skills
Position Specific Skills (Engineering, HVAC Millwright, Heavy Machinery Operation etc.)
Ability to Work Safely & Perform Safety Checks
Mathematical Skills
Written Communication Skills