



The Corporation of  
**The Township of Uxbridge**  
[www.town.uxbridge.on.ca](http://www.town.uxbridge.on.ca)

51 Toronto Street South, P.O. Box 190  
 Uxbridge L9P 1T1  
 Tel: 905-852-9181 • Fax: 905-852-9674



**2017 Weight Restrictions Township of Uxbridge Roads**

The 2017 weight restriction season for roads in the Township of Uxbridge is scheduled to begin on Monday, February 27, 2017 and is tentatively scheduled to end on April 30, 2017. The actual end date will be determined by weather conditions.

**Summer Student Employment Opportunities**

For Summer Student Employment Opportunities with the Township of Uxbridge, please visit [http://town.uxbridge.on.ca/employment\\_opportunities](http://town.uxbridge.on.ca/employment_opportunities)

**Summer Student Employment Opportunity Clerk's Department**

The Township of Uxbridge is accepting applications for a Summer Student placement within the Clerk's Department. An applicant should be currently enrolled in a post-secondary education program and must be returning to continue their education in September, 2017.

**Position Summary:**

- Assists with File maintenance, including laser fiche scanning & index up-dating
- Provides main receptionist relief, including mail processing
- Completes various tasks as assigned by Clerk, Deputy Clerk & other Departments

**Minimum Qualifications:**

- Excellent oral & written skills
- Superior customer service skills & ability to deal with the public & staff in a courteous & tactful manner
- Proficient in the use of computers & current related software
- Self-starter with demonstrated strong time-management and organizational skills
- Must possess valid Driver's License

Applicants should submit a cover letter together with a detailed resume in a sealed envelope clearly identifying the position being applied for and marked "Confidential" to the attention of:

Michael de Rond, Deputy Clerk  
 Township of Uxbridge  
 51 Toronto Street South, P.O. Box 190, Uxbridge, ON L9P 1T1

Applicants may also submit their cover letter and resume by email to; [mderond@town.uxbridge.on.ca](mailto:mderond@town.uxbridge.on.ca)

**Applications must be submitted no later than Friday, March 31, 2017 at 4:30 p.m.**

We thank those who apply. However, only those applicants selected for an interview will be contacted.

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*

Uxpool / Summer Camps..... 905-852-7831  
 Arena..... 905-852-3081  
 Historical Centre ..... 905-852-5854  
 Animal Shelter ..... 905-985-9547  
 Chamber of Commerce ..... [info@uxcc.ca](mailto:info@uxcc.ca)/[www.uxcc.ca](http://www.uxcc.ca)

**Uxbridge Public Library • 905-852-9747 • [uxlib.com](http://uxlib.com)**  
 HOURS: Mon., Wed., Fri., Sat. 10 am - 5 pm, Tues., Thurs. 10 am - 9 pm • Open Sundays, 1 pm - 5 pm, November through April, Closed Sundays, May through October

**Zephyr Public Library • 905-473-2375**  
 HOURS: Tues., Thurs. 3 pm - 8 pm • Sat. 10 am - 3 pm

Township of Uxbridge documents are available in alternate formats upon request. Please fill out the Request for Alternate Formats Form at [www.town.uxbridge.on.ca](http://www.town.uxbridge.on.ca) or contact the Accessibility Coordinator at 905-852-9181 ext. 209 or at [accessibility@town.uxbridge.on.ca](mailto:accessibility@town.uxbridge.on.ca).

**Uxbridge BIA,**  
 905-852-9181 ext. 406

