

Hydro One is currently accepting applications for our summer student positions. **Deadline to apply is Monday, February 27<sup>th</sup>, 2012.** We are currently hiring for these three locations only: Toronto (Administrative/Clerical), Thunder Bay (Administrative/Clerical) and Sudbury (Labourer).

**Please review this email carefully:**

- The Outreach program is designed specifically for First Nation/Metis students – any candidates who do not meet the Outreach program requirements are encouraged to visit our careers website at <http://www.hydroone.com/careers> for other opportunities
- Students must be available to work from the beginning of May to the end of August. Hydro One is looking for students who can commit to working with us for the whole summer – therefore, if you are planning on taking an extended period of time away from work during the summer than this is not the position for you.
- Students can apply to a maximum of three positions only – if they apply for more than three – their applications will automatically be disqualified
- Students may only work at Hydro One for a maximum of two consecutive 4-month work terms. This includes, in combination, co-op terms and summer student terms
- As a condition of employment, all summer students must provide documentation verifying that they attended school in the spring and are enrolled to return to post-secondary education in the fall. For example, an unofficial transcript or a letter from the school's registrar's office
- Students must also submit a cover letter describing how they feel they qualify for an Outreach position at Hydro One. Applicants shouldn't just send a resume – they should indicate in a cover letter/subject line header or objective what it is they are applying for
- This program is **not** open to high school students or high school students intending to enter a college/university program in the Fall of 2012. **No exceptions.**

**Hydro One hires for the two following summer student roles – Administrative/Clerical or Labourer**

**Administrative/Clerical Job Description:**

(Toronto, Thunder Bay)

**Job Duties:**

- Entry and extraction of data to/from various computer applications
- Mail sorting and delivery
- Filing and other administrative support such as data entry, answering the phone, photocopying and organizing binders

**Job Requirements:**

- Ability to use Microsoft Office suite application (Word, Excel, Outlook)
- Ability to carry out general office administrative tasks such as filing, sorting, distributing mail, inputting/extracting data to/from various computer applications
- Ability to lift and carry files, boxes of supplies
- Good verbal and written communication

**Labourer Job Description:**

(Sudbury)

**Job Duties:**

- Assist regular staff with carrying out Herbicide Application programs
- Material handling and operation of work trucks and ATV's
- Load/unload tools, materials, equipment components to/from transport or storage trailers, vehicle and worksite
- Clean up site (e.g. tools, materials, debris)
- Flag person (may require standing up for up to 8 hrs/day) – set up cones and/or road signs, direct/control traffic using hand held/pole mounted sign, may use walkie talkie
- Deliver materials and/or personnel to job site
- Cleaning vehicles – wash external components of vehicles with hose and sweep/clean inside cab
- Equipment inspections – walk long distances and/or drive (eg. pick up truck, ATV) along the right of way inspecting the condition of equipment (eg. pole, cable); report findings (verbal and/or written)
- Ability to work in a variety of outdoor environments (eg. wet and muddy conditions), navigate uneven terrain, heat and insects
- General labour work as required

**Job Requirements:**

- Ability to perform continuous physical labour in an outside environment
- Daily lifting of containers up to 20kg. Worker will require the ability to carry a backpack sprayer weighing 25kg, applying herbicide over uneven terrain
- Worker may also be required to haul spray hose and operate a herbicide spray gun as part of a foliar herbicide spray program
- Ability to safely operate off-road ATV's. Must possess and maintain a valid driver's license to operate small vehicles
- May have to ride in a helicopter as this is sometimes the only means to access the right of way
- Must be able to wear a half facepiece air purifying respirator

The successful candidate must have a Class G license, computer experience (Word, Excel) and physically capable to perform the duties listed above.

**How to Apply:**

- **Application deadline is Monday, February 27<sup>th</sup>, 2012 at 5pm.** After this date, the positions will be closed and students will not be able to apply– this is the only period where we accept summer student applications
- Students who anticipate being rehired must still re-apply online and meet all the hiring criteria

If interested, please send your resume, with the Subject Header: Summer Student Positions to the attention of Paul Sayers at [aboriginal.recruitment@hydroone.com](mailto:aboriginal.recruitment@hydroone.com). Once you have sent your resume, you will be sent a return email with detailed information on how to apply – please check your email frequently for these next steps. Due to the volume of applications, only successful applicants will be contacted.