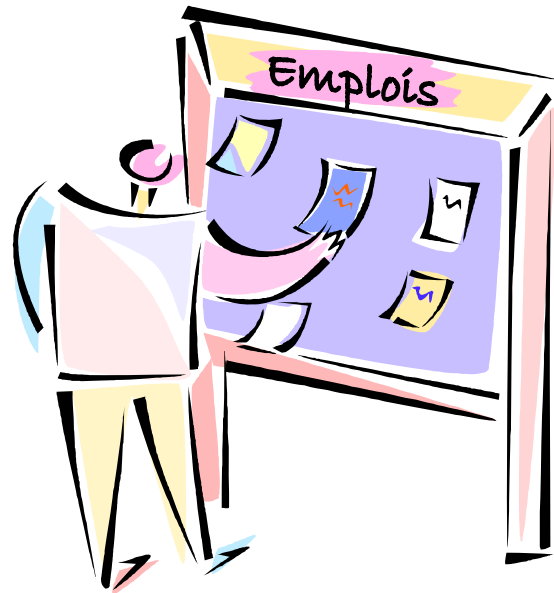


List of Positions and Job Requirements



| Position | Education and Requirements | Exp. |
|---|---|--------|
| "A" Lineman | Vocational diploma in installation of electrical power lines "B" Lineman Class 5 driver's license | 5 yrs. |
| Accounting Department Clerk | Vocational diploma or attestation of collegial studies in accounting | 1 yr. |
| Administration and Supply Clerk | DEC in administration | 2 yrs. |
| Administrative Assistant | DEC in office management | 5 yrs. |
| Administrative Clerk | Bachelor's degree in administration | 2 yrs. |
| Administrative Coordinator | Bachelor's degree in administration | 3 yrs. |
| Apprentice Lineman | Vocational diploma in installation of electrical power lines Class 3 and 5 driver's license | 1 yr. |
| Arts and Culture Manager | Bachelor's degree in recreology | 5 yrs. |
| Assessment Department Clerk | Secondary V | 2 yrs. |
| Assistant Clerk | Bachelor of Laws or management and administration degree Barreau du Québec member | 4 yrs. |
| Assistant Development Manager | Bachelor's degree in urban planning, geography, or architectural engineering | 3 yrs. |
| Assistant Treasurer | Bachelor's degree in management and administration CA or CGA member | 3 yrs. |
| Audio-Visual Producer | DEC in graphic arts or graphic design | 2 yrs. |
| Benefits Clerk | DEC in administration—finance option | 3 yrs. |
| Cashier | Secondary V | 6 mos. |
| Civil Engineering Technician—Design | DEC in architecture, civil engineering, or industrial design | 2 yrs. |
| Civil Engineering Technician—Planning | DEC in civil engineering | 3 yrs. |
| Civil Engineering Technician—Production | DEC in civil engineering or geomatics | 2 yrs. |

| Position | Education and Requirements | Exp. |
|--|--|-----------|
| Clerk | Bachelor of Laws degree, Barreau du Québec member | 5 yrs. |
| Collection Clerk | DEC in administration—finance option | 2 yrs. |
| Communications Manager | Bachelor's degree in communications | 5 yrs. |
| Construction Site Supervisor (seasonal) | DEC in civil engineering | 1 yr. |
| Customer Service Representative | DEC in office technology | 3 yrs. |
| Data Processing Technician | DEC in computer science | 2 yrs. |
| Day Laborer | Secondary V Class 3 driver's license | 1 yr. |
| Deputy Building Inspector | DEC in architecture or urban planning | 2 yrs. |
| Division Head, Electrical and Water Department | Bachelor's degree in electrical or civil engineering, Ordre des ingénieurs member | 5 yrs. |
| Document Management and Archive Technician | DEC in documentation | 6 mos. |
| Economic Development Manager | Bachelor's degree in economics, business administration, or commerce | 5 yrs. |
| Electrical Department Clerk | Vocational diploma or attestation of collegial studies in accounting | 1 yr. |
| Electrical Foreman | DEC in electrical engineering | 5 yrs. |
| Electrician | DEC in electricity, electrodynamics, or electrical engineering Class "C" electrician's license Class 3 and 5 driver's licenses | 2 yrs. |
| Finance and Treasury Manager | Bachelor's degree in management and administration CA or CGA member | 5 yrs. |
| Fire Fighter | Vocational diploma in fire safety Good physical condition | 500 hours |
| Fire Officer | Undergraduate certificate in fire prevention technology and officer certificate Jaws of Life and lift vehicle operator training | 5 yrs. |

| Position | Education and Requirements | Exp. |
|--|--|--------|
| Fire Safety Officer | Undergraduate certificate in fire prevention technology, vocational diploma in fire prevention, or attestation of collegial studies in fire safety and prevention Class 4A driver's license | 3 yrs. |
| Fiscal Department Clerk | DEC in administration—finance option | 2 yrs. |
| General Manager | Bachelor's degree in civil engineering or management and administration | 7 yrs. |
| Heavy Equipment Operator | Secondary V Relevant driver's license and experience with heavy equipment | 1 yr. |
| Human Resources Advisor | Bachelor's degree in industrial relations or administration (management) | 1 yr. |
| Human Resources Manager | Bachelor's degree in industrial relations or administration (management) | 5 yrs. |
| Information Technology Manager | Bachelor's degree in computer sciences | 5 yrs. |
| Instrumentation Technician | DEC in civil engineering or geomatics | 1 yr. |
| Instrumentation, Control, and Programming Technician | DEC in industrial electronics—electrodynamics or instrumentation and control option C-class license Class 5 driver's license | 2 yrs. |
| Joiner | Vocational diploma in carpentry and joinery work Driver's license | 3 yrs. |
| Laborer/Machine Operator | Secondary V Class 3 driver's license and experience working with heavy equipment | 1 yr. |
| Legal Advisor | Bachelor of Laws degree | 3 yrs. |
| Library Clerk | Secondary V | None |
| Library Technician | DEC in documentation | 6 mos. |
| Maintenance Manager | DEC in building technology and public works | 3 yrs. |

| Position | Education and Requirements | Exp. |
|--|---|---------|
| Maintenance Worker | Vocational diploma in carpentry, refrigeration, etc. Driver's license | 2 yrs. |
| Mechanic | Vocational diploma in automobile or heavy vehicle mechanics Class 5 driver's license | 3 yrs. |
| Mechanical Foreman | DEC in mechanical engineering | 5 yrs. |
| Meter Reader | Vocational diploma in building electricity/maintenance electricity/electrical maintenance, apprentice electrician card | 2 yrs. |
| Municipal Court Clerk | Secondary V | 1 yr. |
| Municipal Court Clerk | Bachelor of Laws degree | 2 yrs. |
| Non-Union Secretary | DEC in office management | 5 yrs. |
| Office Automation Technician | DEC in office technology/secretarial studies | 1 yr. |
| Parking Attendant | Secondary V | None |
| Payroll Clerk | DEC in administration or accounting | 2 yrs. |
| Public Safety and Fire Protection Manager | DEC in fire safety | 15 yrs. |
| Public Utilities, Urban Planning, and Infrastructure Manager | Bachelor's degree in civil engineering Certified | 5 yrs. |
| Public Works and Environment Manager | Bachelor's degree in civil engineering Ordre des ingénieurs member | 5 yrs. |
| Public Works Clerk | Vocational diploma or attestation of collegial studies in accounting | 1 yr. |
| Public Works Foreman | DEC in civil engineering | 5 yrs. |
| Pumping Station Attendant | DEC in water purification | 1 yr. |
| Recreation Coordinator | Bachelor's degree in recreology | 3 yrs. |
| Recreation Department Clerk | Vocational diploma or attestation of collegial studies in accounting | 2 yrs. |
| Recreation Supervisor | Bachelor's degree in recreology | 2 yrs. |
| Recreation, Sports, and Community Life Manager | Bachelor's degree in recreology | 5 yrs. |
| Secretary | DEC in office technology/secretarial studies | 2 yrs. |

| Position | Education and Requirements | Exp. |
|---|---|--------|
| Senior Accounting Clerk | DEC in administration—finance or accounting option | 1 yr. |
| Senior Urban Planner and Building Inspector | Bachelor's degree in urban planning Ordre des urbanistes du Québec member | 3 yrs. |
| Sign Attendant | Secondary V Relevant driver's license | None |
| Storeroom Clerk | Secondary V | 1 yr. |
| Surveyor | Secondary V | 3 mos. |
| Treasury Clerk | DEC in administration—finance option | 3 yrs. |
| Volunteer Firefighter | Secondary V Driver's license, experience in the field an asset | None |
| Water and Sewer Foreman | DEC in civil engineering | 5 yrs. |
| Water and Sewer Technician | Secondary V Chemical processing or science training Class 3 driver's license | 1 yr. |
| Workplace Health and Safety Advisor | Bachelor's degree in industrial relations or DEC in occupational and environmental health and safety | 5 yrs. |

OTHER POSITIONS

| Student, temporary, and part-time positions are advertised year-round in the local newspaper. Read on for information regarding the main categories of employment and their hiring processes. | | |
|--|--|--|
| Students | Temporary and Part-Time (Fall) | Temporary and Part-Time (Winter) |
| <ul style="list-style-type: none"> - Cashier - Office Clerk - Maintenance/Day Labor (Recreation, Sports, and Community Life; Public Works and the Environment) - Night Watchman - Park Attendant - Summer Camp Counselor (playgrounds) - Lifeguard - Building Security Guard | <ul style="list-style-type: none"> - Building Security - Support Counselor - Swimming Instructor *** - Cashier: <ul style="list-style-type: none"> o Recreation Department o Administration Department - Fitness Instructor - Brush Cutter <p>*** A photocopy of your life guarding certificate</p> | <ul style="list-style-type: none"> - Cashier (ski hill) - Supervisor - Ski Lift Operator - Ski Patroller *** - Snowmaking Attendant - Ski Lift Supervisor <p>*** A photocopy of your certification is required</p> |

| | | |
|---|--|--|
| <ul style="list-style-type: none"> - Tourist Information Agent (English desired) - Summer Camp Supervisor (playgrounds) | <p>is required</p> | |
| <p>Advertised in the local newspaper in early March. Applications accepted until mid-April.</p> | <p>Advertised in the local newspaper in early June. Applications accepted until mid-July.</p> | <p>Advertised in the local newspaper in early September. Applications accepted until mid-October.</p> |

This document lists the current job requirements necessary to apply for a position with the Town of Baie-Comeau. Certain terms may be added on posting (i.e., use of computer software related to a particular position, membership in a professional corporation, or professional certification). This list is subject to change without notice.