



# Chatham–Kent Police Service

*EXTERNAL JOB POSTING #003-2026*

<b>Position:</b>	Summer Student – Office Assistant and Traffic Management
<b>Rate of Pay:</b>	This summer student position has an hourly wage rate of \$18.03 plus vacation and statutory benefits according to the Employment Standards Act.
<b>Department:</b>	Office of the Chief/ Traffic Management Unit
<b>Reports to:</b>	Administrative Assistant – Office of the Chief
<b>Work Location:</b>	Chatham-Kent Police Headquarters
<b>Hours of Work:</b>	35-hours a week

## **Job Description:**

The Chatham-Kent Police Service has an opening for a summer student to complete primarily office related work but occasionally assist with outdoor grass cutting and light labour. This position will report to the Administrative Assistant. This position will start approximately Monday, May 04, 2026, to Friday, August 28, 2026. This position will work 35 hours per week.

## **About Chatham-Kent Police Service:**

We are committed to serving our community with professionalism, integrity, and respect. Here, you will find the latest news, safety resources, and information about our services and initiatives. Thank you for visiting our website, we are proud to work together in keeping Chatham-Kent safe.

## **Core Values:**

We uphold a commitment to the following core values in all that we do:

- **Communication:** We engage with our community, with optimism that when we work together, we will all be more resilient and inclusive than before.
- **Transparency:** We maintain honesty and professionalism in all interactions, building trust through accountability.
- **Inclusiveness:** We respect and celebrate the diversity of Chatham-Kent, ensuring that all individuals are treated fairly and equitably.
- **Innovation:** We embrace creative solutions and emerging technologies to better serve our community.
- **Compassion:** We approach every interaction with understanding and empathy, recognizing the unique experiences of all.
- **Professionalism:** We strive for excellence in service delivery, continually seeking improvement in our practices and outcomes.
- **Integrity:** We conduct ourselves with honesty and fairness, upholding ethical standards and ensuring that our actions reflect the trust placed in us by the community.
- **Collaboration:** We believe in developing and maintaining strong relationships with our residents, businesses, and community partners, creating a more integrated Chatham-Kent.

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## **Overall Responsibilities:**

The student will perform confidential and administrative duties for the Administrative Assistant, as well as for other areas of the Police Service; assist with records management and updating of file data bases (both hard copies and electronic versions); provide assistance to members of the Service with personnel enquiries; provide assistance with processing incoming and outgoing mail; completion of various forms/applications for members of the Service; and assist with various administrative tasks as required (including, but not limited to: data entry, photocopying, scanning, filing and general computer work).

The student will be completing general maintenance work such as landscaping, painting, sanding, moving cabinets, cleaning equipment, and general building maintenance. In addition, the student will be completing office work at the Traffic section as well as other areas within the Police Service; duties include photocopying, scanning, filing and general computer work.

## **Essential Qualifications:**

- Enrolled in a post-secondary related program, preferably in Human Relations, Human Behaviour, Public Administration, Office Administration or other related program.
  - Currently enrolled in school full-time for the 2025/2026 winter term (normally ending April, May or June) and/or returning to school full-time in 2026 fall term (normally starting in August or September.)
- Previous office administrative experience required (i.e. photocopying, scanning, filing, etc.) and experience working with large databases, record/file management.
- Good working knowledge of Microsoft Office programs (Word, Excel, PowerPoint, Outlook, etc.).
- Experience handling cash.
- Process excellent interpersonal and communication skills (both oral and written); be able to work independently, as well as participate as part of a team.
- Ability to learn new tasks quickly.
- Previous general maintenance experience (i.e. landscaping, painting, sanding, moving objects, cleaning, etc.).
- All summer students will be required to complete their Health and Safety and other mandatory training before their first day of employment.

## **Work environment:**

This position works both indoors and outdoors.

## **Essential physical and/or safety requirements:**

- Because of the responsibilities of this position, students are required to be physically fit and enjoy working outdoors
- Walking: frequent walking on level surface, rough surface (up to 22.73kgs or 50lbs) (walking in parks; facilities; lining of sport fields, debris pick up, horticultural work, special events, trimming and grass cutting, parks checks, equipment checks)
- Sitting: frequent sitting in chair, vehicle seat (driving from park to park; computer work)
- Reaching: frequent lifting below shoulder, forward, handling (up to 9.09kgs or 20lbs) (general park

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cleanup; brush removal; painting, horticultural work, sending or receiving shipments, table and chair set up or take down, sweeping, mopping, special event set up)

- Standing: frequent standing inside, outside (up to 9.09kgs or 20lbs) (painting, raking, weed whipping, horticultural work, debris pick up, special event set up and take down, trimming)
- Hands: constant gripping (up to 9.09kgs or 20lbs) (garbage pickup, brush removal, computer work, lifting shipping and receiving, table and chairs, hand scrubber, mopping, sweeping, painting)
- Foot action: frequent two-foot action (raking, weed shipping, driving)

### **Other physical and/or safety requirements:**

- Bending: infrequent crawling; occasional stooping, kneeling, crouching, squatting (up to 22.73kgs or 50lbs) (general park cleanup; brush removal; raking; weed pulling, painting, special events set up and take down, debris pick up, horticultural work, small tool usage, general cleaning, sweeping, mopping etc.)
- Walking: infrequent balancing
- Reaching: infrequent reaching backward; occasional lifting above shoulder
- Lifting: infrequent at shoulder, above shoulder, overhead; occasional lifting waist to shoulder, pushing at or above shoulder, pushing below shoulder, pulling at or above shoulder, pulling below shoulder, dragging; constant lifting floor to waist, carrying, transferring (up to 22.73kgs or 50lbs) (loading/unloading debris in pickup truck, emptying garbage containers, special event set up and take down, horticultural work, small tool usage, trimming and cutting grass, pruning, sending and receiving shipments)
- Hands: infrequent mounding; occasional fine finger dexterity (movement), pinching
- Climbing: infrequent climbing ladder, stairs (up to 4.55kgs or 10lbs) (while in arena, routine checks, painting, general cleaning (i.e. glass, lighting fixtures, cobwebs, etc.) truck and tractor in and out, fence repair)
- Foot action: infrequent one-foot action

### **Hours of Work:**

This position works weekday hours.

### **Driver's License requirement:**

Because of the responsibilities, this position requires the successful candidate to have a valid Ontario driver's licence (minimum class G2); a driver's abstract will be conducted by the Municipality of Chatham-Kent. An acceptable driver's abstract will: be an original document and current (within the previous thirty (30) days); have no more than four (4) demerit points; have no more than two (2) convictions for the same offence; have no criminal code convictions; have no 'non-medical or administrative' license suspension in the preceding three (3) years.

### **Police Information Search (criminal reference check):**

Because of the environment this position will be working in, a Police Information Search (criminal reference check) will be conducted prior to employment, upon request.

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## Occupational Safety Responsibilities:

The Occupational Health and Safety Act (OHSA) clearly articulates worker responsibilities (reference Sections 28 of the OHSA and Safety Policy #HS-001, “Individual Responsibilities”). The following list of responsibilities is designed to identify some of the primary responsibilities. It does not provide the exhaustive list of legislated responsibilities:

### Workers shall:

- Comply with the OHSA and applicable Safety Regulations
- Use or wear the equipment, protective devices or clothing required by the employer
- Report any defects in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker
- Report any contravention of the OHSA or Regulation or the existence of any hazard of which he or she is aware to his or her supervisor
- Not operate equipment/machinery without being given the proper instruction and authority
- Not remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately
- Not use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker
- Not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct
- Actively participate in worker safety education

### Interview date(s):

Interview date(s) are tentatively scheduled for Wednesday, February 18, 2026.

### Applying:

Students interested in applying for a summer student position are asked to submit a cover letter and resume to the e-mail address below. **Applications must be received before 3:00 p.m., Friday, February 06, 2026:**

Larissa Jackson, Administrative Assistant

[larissaj@chatham-kent.ca](mailto:larissaj@chatham-kent.ca)

**NOTE:** *The above job description outlines the principal functions of the job identified and shall not be considered a complete description of all the work requirements that may be inherent in this job.*

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*The Chatham-Kent Police Service is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees in a workplace that is inclusive, supportive, and reflective of the diverse community we serve. We maintain the right to candidate selection and posting duration based on organizational objectives, goals, and long-term planning initiatives, contingent upon the needs of the service as required.*

*As members of the Chatham-Kent Police Service (CKPS), all employees are expected to embody the values of CKPS every single day. Each member is required to demonstrate integrity in their work, ensuring that ethical standards are consistently upheld while conducting themselves with honesty and fairness, which serve as the guiding principles for all actions and decisions. Furthermore, every member is responsible for delivering the highest quality of service to the community. This commitment requires maintaining honesty and professionalism in all interactions, fostering trust through accountability, and approaching each engagement with understanding and empathy.*

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