

GODERICH
Canada's Prettiest Town

Student Placement Opportunities

Dive into an exciting career path and see how you can be a part of shaping our community.

www.Goderich.ca



Explore Opportunities in Your Community!

Ever wonder who ensures the Town operates efficiently? From deciding where schools are built to handling municipal emergencies, Goderich's municipal departments are key to making it all happen! Dive into exciting career paths and see how you can be a part of shaping our community. This booklet introduces you to roles like building inspectors, finance personnel, firefighters, childcare providers, by-law officers, and more – right here in Goderich.

Town of Goderich Departments:

In Goderich, every department plays a crucial role in maintaining community well-being and enhancing daily life. Whether you're interested in infrastructure, public safety, or community events, there's a lot going on to keep the Town running like a well-oiled machine!



Airport



**Asset Management &
Environmental Services**



Building



**Chief Administrative
Officer**



Childcare



Clerk



**Emergency Management,
Health & Safety &
Accessibility**



Facility Services



Fire



**Municipal
Law Enforcement**



Parks



Public Works



Recreation



**Tourism & Community
Development**



Treasury

Discover your passion and learn how you can contribute to making Goderich an amazing place to live and work.

How do things work at the Town of Goderich?

How does a building get built?

Who runs the community facilities?

What is a Town Council and how does it work?

Who collects and promotes all of the events in the community?

What is land use planning and how does it work?

Does the Town prepare for emergencies?

What emergency services are run through the Town of Goderich?

Where does my recycling go?

How are parks and roads kept so nice?



Ever wonder who decides where a SportChek or an Amazon Distribution Centre should be built, or who makes sure the buildings in Town are safe to live in? Welcome to the inner workings of the Town of Goderich's municipal services! Here's a quick look at how the Town operates to make life awesome:

- **Building Safety:** The Building Department ensures that any new building is safe and up to code, so your home and other buildings won't fall down.
- **Community Facilities:** Through strategic partnerships and planning, the Town makes sure childcare and community centres are available and accessible.
- **Council:** Town Council is a group of individuals (a Mayor, Deputy Mayor, and Councillors) elected by the community to make decisions for the Town. Council meets on set dates to discuss issues, pass by-laws, approve the budget, and decide on projects and services. Meetings are open to the public, and residents can watch, attend, or speak at public meetings to share their opinions before Council votes.
- **Emergency Services:** From firefighting to handling a natural disaster, our dedicated Fire Department is always ready to jump into action. Plus, Municipal Law Enforcement ensures everyone is following the rules to maintain a safe and friendly community and the Emergency Management Coordinator ensures we have a plan and support in place.
- **Emergency Management, Health & Safety & Accessibility:** This department makes sure staff are safe when working by following workplace safety rules and training. It also creates the Town's emergency plans should we have a natural disaster like a tornado occur again and need help from external organizations.
- **Historical Buildings:** The Planning and the Clerk's Department help identify and preserve heritage properties, support heritage permits, and share information so residents understand our local history.
- **Municipal Leadership:** The Chief Administrative Officer (CAO) keeps every department running smoothly by coordinating all municipal services, making sure the Town remains a great place to call home and promote growth in the community.
- **Parks and Sports Fields:** The Parks and Recreation Department takes care of all playgrounds, trails, green spaces, baseball, soccer fields, tennis and pickleball courts making sure there's plenty of room for you to roam and enjoy the outdoors.
- **Roads & Sidewalks:** The Public Works Department keeps more than 73 km of roads and 67 km of sidewalks in tip-top shape, so you can travel safely at any time of year.
- **Tourism & Events:** The Tourism and Community Development Department makes Goderich a fun place to live and visit, organizing events and promoting local adventures.
- **Waste & Recycling Management:** Ever wonder where your recycling goes? Our Environmental Services Department manages waste collection and recycling, keeping the Town clean and green.

In Goderich, every department plays a crucial role in maintaining community well-being and enhancing your daily life. Whether you're interested in infrastructure, public safety, or community events, there's a lot going on to keep the Town running like a well-oiled machine!



Airport Department

Function

- Operates and maintains the Goderich Regional Airport.

Team

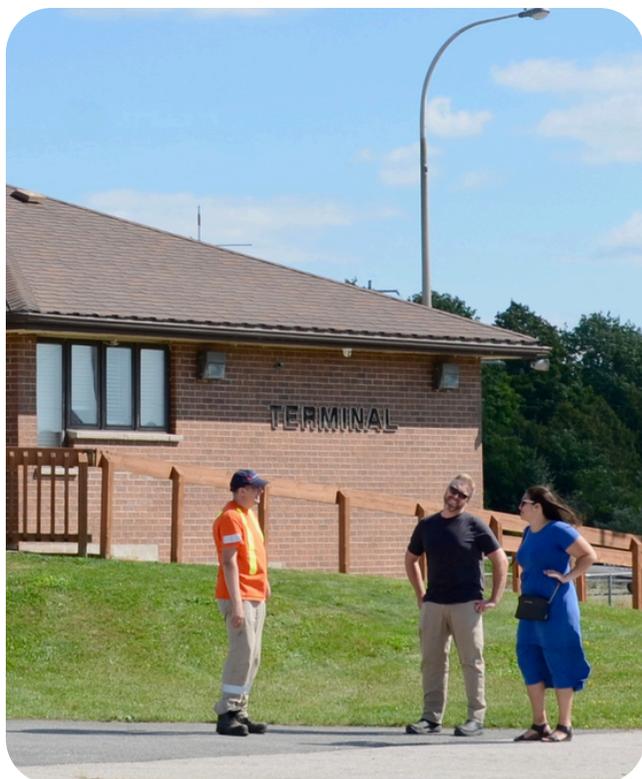
- Works in conjunction with the Public Works Department.
- Reports to Airport Operator and Public Works/Airport Supervisor.

Roles & Responsibilities

- Manages the airport grounds and facilities.
- Provides fuel services.
- Performs runway maintenance and snow removal.

Career Opportunities

- Ideal for those interested in pursuing a career in aviation.





Asset Management & Environmental Services Department

Function

- Manages municipal assets and environmental services (water, wastewater and waste management).

Team

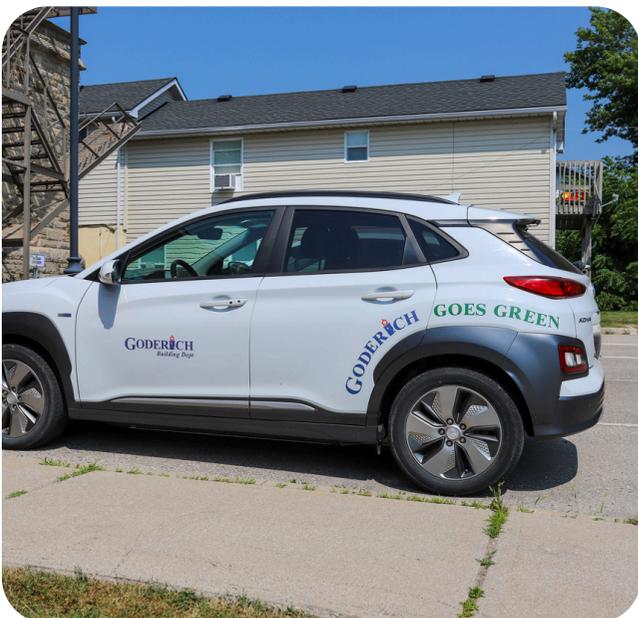
- Asset Management and Environmental Services Manager reports to the Director of Corporate Services/Treasurer.

Roles & Responsibilities

- Develops asset management plans and coordinates sustainability initiatives.
- Oversees compliance of the municipal Operating Authority who operates water and sewage treatment and waste management.
- Fulfills various provincial reporting requirements and prepares grant applications as opportunities arise.

Career Opportunities

- Ideal for those interested in data analysis and infrastructure investment.





Building Department

Function

- Ensures safe building practices and code compliance are followed.

Team

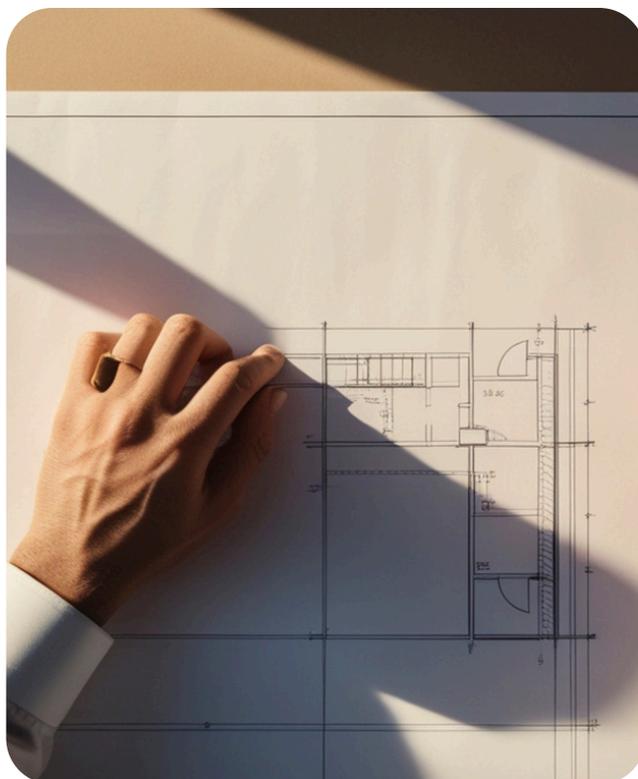
- Building Services Manager/Chief Building Official, Building and Plumbing Inspector, Administrative Assistant.

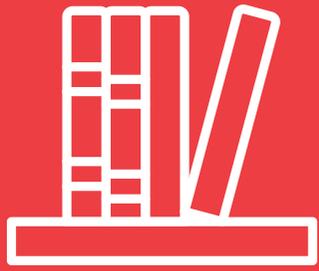
Roles & Responsibilities

- Issues building permits and conducts inspections.
- Reviews zoning and property standards.
- Collaborates with developers and contractors.

Career Opportunities

- For those interested in architecture, design, trades and construction/project management.





Chief Administrative Officer

Function

- Directs all administrative services, operations, and programs of the Town.
- Acts as the key advisor to Goderich Town Council.

Team

- Chief Administrative Officer, Municipal Executive Coordinator, Senior Leadership Team.

Roles & Responsibilities

- Implements Council decisions and policies.
- Oversees strategic initiatives and projects.
- Act as a liaison between the Town and external agencies.
- Human Resources and Corporate Economic Development lead for the Town.

Career Opportunities

- Perfect for those interested in leadership roles, strategic planning, policy development, politics and municipal operations.





Childcare Department

Function

- Provides quality, accessible, and inclusive childcare services in partnership with Huron County.

Team

- Childcare Services Manager, Supervisor, Cook and over thirty childcare staff members, that includes full and part-time employees.

Roles & Responsibilities

- Operates licensed childcare for children aged three months to four years.
- Develops and manages programs that foster early learning and development.
- Collaborates with service agencies for specialized programming.
- Support specialists with child development.

Career Opportunities

- Ideal for those passionate about working with children, early childhood education and child development.





Clerk's Department

Function

- Acts as the bridge between Council and the public, ensuring transparency and accountability.

Team

- Director of Legislative Services/Clerk, Deputy Clerk (Records Clerk), Administrative Assistant, and collaboration with Huron County Planner.

Roles & Responsibilities

- Recording and communicating the decisions of Council.
- Provides procedural and legislative advice.
- Manages municipal records, by-laws, and documents, privacy, and information access.
- Conducts municipal and school board elections.
- Land use, development, heritage, and licensing.

Career Opportunities

- Suitable for those interested in law, government, communication, planning and development, political science, and public administration.





Emergency Management, Health, Safety & Accessibility Department

Function

- Manages the Town's health and safety policies, emergency plans, and accessibility compliance.

Team

- Emergency Management, Accessibility and Health and Safety Manager, coordinates with various internal and external committees, community organizations and departments.

Roles & Responsibilities

- Develops/maintains health and safety and emergency management programs.
- Conducts health and safety, accessibility and emergency management training and orientation with all Town employees.
- Prepares and conducts Public Education (in-person presentations, webinars, social media) regarding Emergency Preparedness and Community Resources.

Career Opportunities

- Suitable for those interested in public safety, policy development, community work and emergency preparedness.





Facility Services Department

Function

- Maintains and services Town-owned facilities and infrastructure.

Team

- Facilities Services Manager, full and part-time employees, and additional casual and seasonal staff.

Roles & Responsibilities

- Cleans, maintains, and performs minor repairs to Town buildings.
- Oversees security, heating, cooling, and electrical systems.
- Assists other departments with facility-related needs.

Career Opportunities

- Ideal for those interested in building, trades, construction and operations.





Fire Department

Function

- Provides emergency response and fire safety for the community.

Team

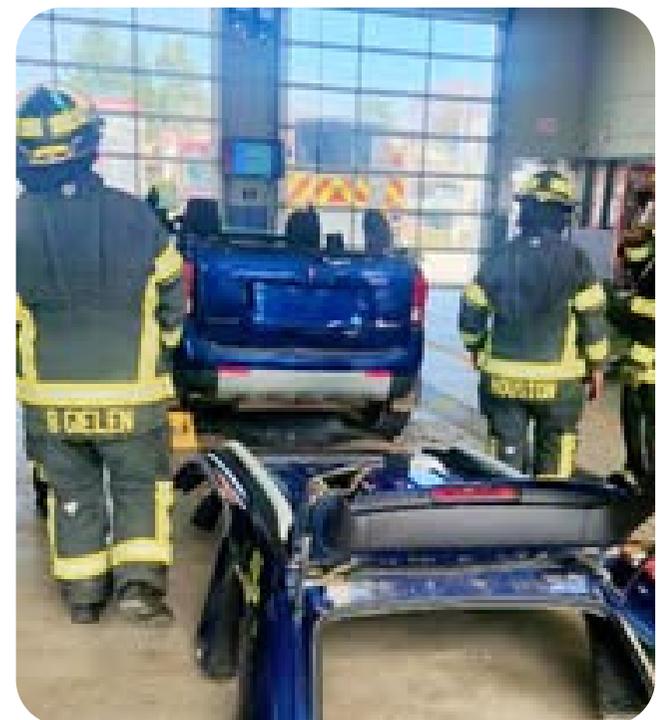
- Fire Chief and volunteer firefighters.

Roles & Responsibilities

- Responds to fires, accidents, and hazardous situations.
- Conducts fire inspections and safety education.
- Maintains and operates firefighting equipment.

Career Opportunities

- Suited for those passionate about community safety and emergency services.





Municipal Law Enforcement Department

Function

- Ensures compliance with municipal by-laws for community safety.

Team

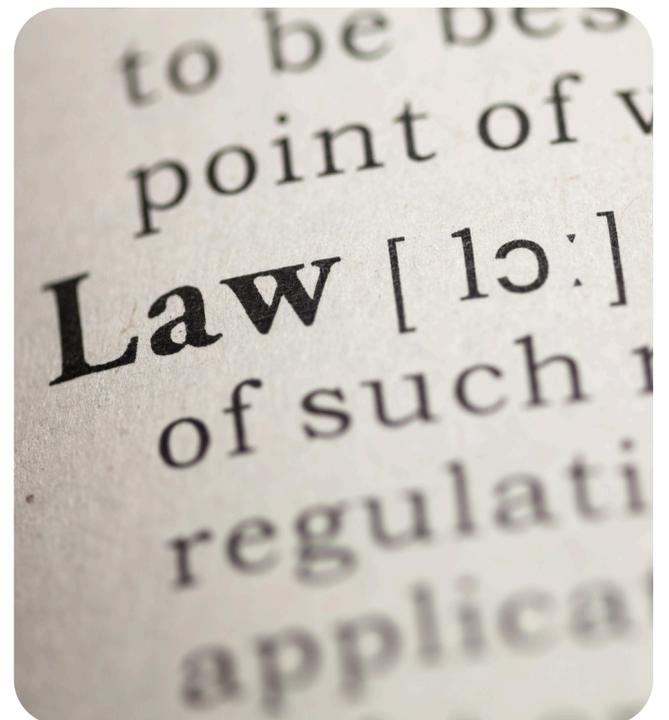
- Municipal Law Enforcement Manager, Officer, Seasonal Paid Parking, summer students and crossing guards.

Roles & Responsibilities

- Investigates by-law violations and conducts property standards inspections.
- Issues fines and manages parking regulations.
- Provides safe crossing services for students.

Career Opportunities

- Perfect for those interested in law, enforcement/policing, and community interaction.





Parks & Cemetery Department

Function

- Maintains and enhances public parks and operates the Maitland Cemetery.

Team

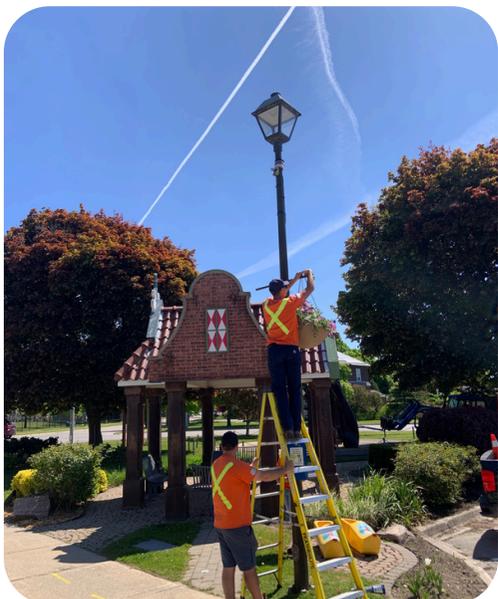
- Parks and Cemetery Supervisor, seasonal Park Operators, including summer students.

Roles & Responsibilities

- Responsible for all parks grounds maintenance, horticulture, beautification, waterfront and beach maintenance, trails, waste collection, tree planting and small equipment repair.
- Maintains the operations and maintenance of the Maitland Cemetery, including burials, and interments.
- Coordinates the preventative maintenance programs for park assets in compliance with inspections and documentation procedures.

Career Opportunities

- Ideal for those interested in horticulture/landscaping





Public Works Department

Function

- Manages infrastructure and public service operations.

Team

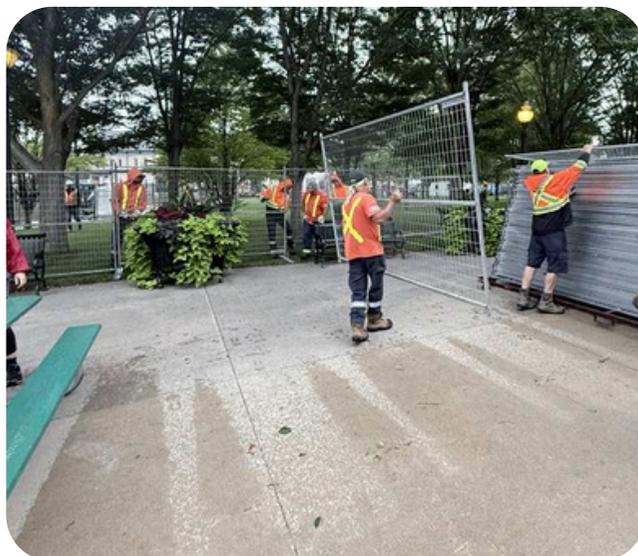
- Team: Director of Community Services, Infrastructure, and Operations, Community Services and Operations Manager, Airport/Public Works Supervisor, Truck and Coach Technician and Operators.

Roles & Responsibilities

- Maintains roads, sidewalks, and drainage systems.
- Manages water and sewage treatment and waste services.
- Provides road maintenance and seasonal services such as snow removal, tree removal, and leaf collection.

Career Opportunities

- Ideal for those interested in skilled trades, civil engineering and infrastructure management.





Recreation Department

Function

- Operates and maintains Town owned recreational facilities.

Team

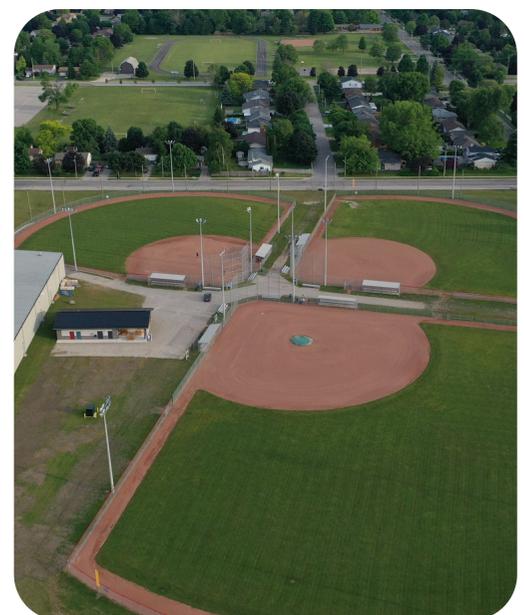
- Recreation Facilities Supervisor, full and part-time Recreation Facilities Operators, including students.

Roles & Responsibilities

- Maintains Town owned recreational facilities; baseball diamonds, soccer fields, pickleball courts, tennis courts, ice surfaces at the Maitland Recreation Centre, Bannister Park, Victoria Park and Knights of Columbus.
- Manages facility schedules, bookings and rentals at the Maitland Recreation Centre and Bannister Park.
- Inspects and monitors equipment such as heating, ventilation, air conditioning, refrigeration equipment, pumps and filtration equipment.

Career Opportunities

- Great for those interested in sport/fitness, events and facility operations.





Tourism & Community Development Department

Function

- Promotes tourism and community economic development activities to boost the local economy.

Team

- Tourism and Community Development Manager, Tourism Events and Marketing Coordinator, Tourism and Community Development Assistant, and summer students.

Roles & Responsibilities

- Organizes tourism events and marketing campaigns.
- Runs the Tourism Information Centre and retail merchandise sales.
- Manages tourism online content and social media.
- Collaborates with local businesses and community groups.

Career Opportunities

- For those interested in marketing, event planning, and community engagement.



MERCHANDISE PRICE LIST

**all items +HST*

All T-Shirts \$20

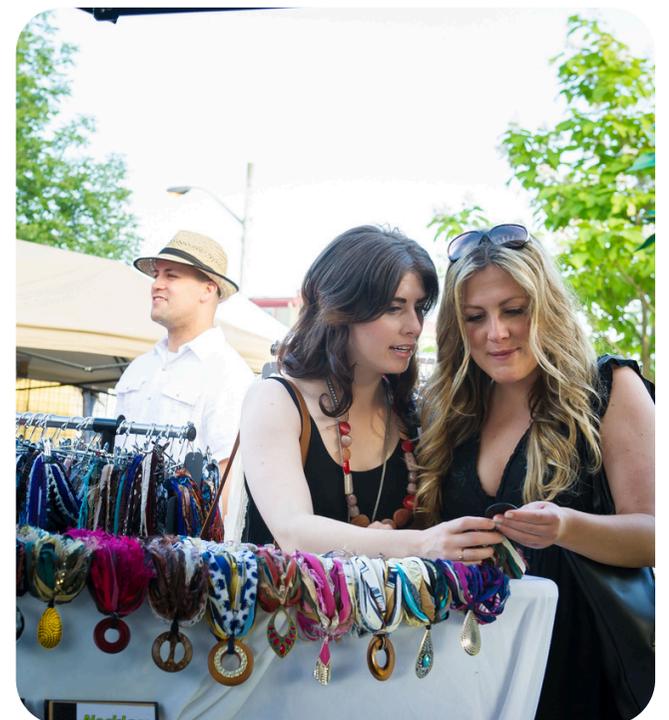
Bucket Hat \$25

Hoodies \$45

Long Sleeve \$25

Koozie \$5

Post Card \$1





Treasury Department

Function

- Oversees financial operations and ensures fiscal responsibility.

Team

- Director of Corporate Services/Treasurer, Finance & Taxation Manager, Finance & HR Manager, Accounting Assistant/CSS, Payroll/CSS, Accounts Payable/CSS.

Roles & Responsibilities

- Budget preparation and financial reporting.
- Property tax billing and collection.
- Human Resources, supporting the Chief Administrative Officer.
- Manages accounts payable and receivable.
- Provides high-level customer service.

Career Opportunities

- Suitable for those interested in finance, accounting and Human Resources.





Truck and Coach Technician Role

Function

- Responsible for maintenance on the municipal fleet.

Team

- Truck and Coach Technician, works with Public Works Operators.
- Position reports to Community Services and Operations Manager

Roles & Responsibilities

- Repairs, dismantles, inspects, rebuilds, assembles, adjusts, and tests all gas- and diesel-powered equipment in the municipal fleet.
- Maintains records and mandatory documentation required by the Ministry of Transportation of Ontario (MTO) and the Commercial Vehicle Operator Registration (CVOR).
- Performs preventative maintenance and care schedules for all vehicles and heavy equipment.

Career Opportunities

- Ideal for those interested in obtaining their Truck and Coach 310T certification.

