



Trent Hills is a vibrant and growing community with a population of 13,000 that is located on the Trent Severn Waterway amongst the rolling hills of Northumberland County. Trent Hills is looking to add to its team and invites applications for the vacant summer student position of:

Fire Assistant

Contract, full-time

May 4, 2026 – September 4, 2026

Hourly rate: \$17.60 – 35 hours per week

Work Location: 50 Doxsee Avenue South, Campbellford, ON

Reporting to the Fire Chief and Deputy Fire Chief, the Fire Assistant summer student provides seasonal support to departmental operations, public education initiatives, and administrative functions. The student assists with non-emergency tasks such as equipment maintenance, data entry, fire prevention activities, community outreach, and facility upkeep. The role is ideal for students interested in public safety, emergency services, or municipal operations and offers valuable experience in a professional fire service environment.

Duties and Key Responsibilities:

- Conduct door-to-door visits throughout the community to check smoke and carbon monoxide alarms to ensure compliance with safety standards and distribute fire safety literature.
- Increase public awareness of fire safety through community visits.
- Assist with the preparation of fire prevention displays and community outreach activities at various summer events.
- Assist during emergency responses by providing logistical and support functions under the supervision of department staff, when necessary.
- Assist with data entry, file organization, records management, and updating training logs.
- Conduct basic equipment checks, clean and organize tools and gear under guidance.
- Assist with station and apparatus bay cleaning, organization and minor maintenance tasks.
- Other duties as assigned.

Who You Are

Our Fire team is looking for a self-motivated, solutions-oriented team member. You convey your thoughts clearly and concisely. You listen attentively and ask questions for clarification and understanding. Using sound judgment, you demonstrate tact, diplomacy and sound discretion.

You're always happy to learn new things and to help build a working environment that encourages and cultivates new ideas. You foster a collaborative team environment among co-workers and work well both independently and as part of a team.

Eligibility and Qualifications:

- Related post-secondary education is preferred.
- Full-time enrollment at an educational institution during preceding academic year.
- Will be returning to full-time enrollment at an educational institution for upcoming academic year.
- Must provide own CSA approved safety footwear.
- Valid Class G Driver's License with a clean abstract.
- First Aid and CPR certification.
- Demonstrated public relations skills. Comfortable interacting with the public.
- Proficiency with Microsoft Office.

This position starts full-time in May and is intended for a student enrolled in post-secondary education in a related field.

If you wish to apply for more than one job, please apply to each position individually and clearly outline the position you are applying for.

How to Apply:

Applications will be received until **2:00 p.m. on Thursday, January 29, 2026**. Please submit covering letter and resume to:

Kari Petherick, Coordinator of Human Resources
Municipality of Trent Hills
P.O. Box 1030, 66 Front Street S
Campbellford, ON K0L 1L0
Telephone: (705) 653-1900 ext. 225
kari.petherick@trenthills.ca

The Municipality of Trent Hills is an equal opportunity employer that is committed to inclusive barrier-free recruitment and selection processes. We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Please let us know if you require accommodation at any time during the recruitment process. We thank all applicants who apply but advise that only those selected for an interview will be contacted.



Position: Fire Assistant
Department: Fire
Reports to: Fire Chief and Deputy Fire Chief

Position Summary:

The Fire Assistant summer student provides seasonal support to departmental operations, public education initiatives, and administrative functions. Working under the supervision of the Fire Chief and Deputy Fire Chief, the student assists with non-emergency tasks such as equipment maintenance, data entry, fire prevention activities, community outreach, and facility upkeep. The role is ideal for students interested in public safety, emergency services, or municipal operations and offers valuable experience in a professional fire service environment.

Duties and Key Responsibilities:

Activities include but are not limited to:

- Conduct door-to-door visits throughout the community to check smoke and carbon monoxide alarms to ensure compliance with safety standards and distribute fire safety literature.
- Increase public awareness of fire safety through community visits.
- Assist with the preparation of fire prevention displays and community outreach activities at various summer events.
- Assist during emergency responses by providing logistical and support functions under the supervision of department staff, when necessary.
- Assist with data entry, file organization, records management, and updating training logs.
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Acknowledgement

Employee Signature:

Date:
