

**Position Title:** **Summer Student**

Reports To: Director of Operations

Department: Recreation

Status: Seasonal

Revision Date: April 23, 2025

JOB PURPOSE

This unionized position encompasses a wide range of manual tasks designed to maintain and enhance the aesthetic appeal and operational functionality of municipally owned spaces. Responsibilities include, but are not limited to, operating mowers, performing landscaping activities and handling groundskeeping equipment to ensure that all lawns and public green areas are well-kept.

SPECIFIC ACCOUNTABILITIES

- Operate mowers, trimmers and other landscaping equipment to maintain lawns, parks and public spaces.
- A broad array of labor-related tasks, encompassing but not limited to painting, shoveling and housekeeping.
- Assist in planting, watering, weeding, and mulching flower beds and other landscaped areas throughout the Municipality.
- Ensure that public spaces such as parks are clean, safe and welcoming for community use.
- Participate in community beautification projects, including litter removal, trail maintenance and other enhancement activities.
- Follow all safety protocols and standard operating procedures to ensure a safe working environment.
- Report any safety hazards, incidents, and required maintenance to the direct supervisor in a timely manner.
- Work cooperatively with team members and other departments to achieve shared operational goals.
- Communicate effectively with the public, providing assistance and information as needed.

KNOWLEDGE, SKILLS & TECHNICAL ABILITIES

- Proficiency in operating and maintaining groundskeeping tools and machinery such as lawnmowers, trimmers and edgers.
- Effective communication skills for interacting with colleagues, supervisors and the public.
- Strong collaborative skills for working effectively within a crew setting.
- Ability to prioritize tasks efficiently to complete assignments on schedule.
- Adequate physical strength and endurance to perform manual labor over extended periods and in varying weather conditions.
- Flexibility to handle varying tasks and shifting priorities, as well as ability to transition between different projects and tools as needed.
- Proactive approach to identifying tasks that need completion without direct supervision and willingness to go beyond basic requirements to ensure worksite excellence.

WORKPLACE REQUIREMENTS & CONDITIONS

- Mandatory use for personal protective equipment (PPE) such as gloves, steel toed boots, ear protection and a high-visibility vest.



- Adherence to all workplace safety guidelines and participation in safety training sessions.
- Ability to work in various weather conditions, including heat, rain and humidity.
- Capacity to perform demanding tasks, including lifting, carrying and operating equipment for extended periods.
- Readiness to work collaboratively under the direction of the Director of Operations and alongside other team members.
- Typical work schedule is 40 hours per week and may involve early start times, late finishes, or occasional weekend work for special events.
- Driver's license is an asset.

RELATIONSHIPS

- **Internal:** Employees of the Recreation Department.
- **External:** Daily contact with the public.

RATE OF PAY

- \$22.46 Hourly – Job Classification 01

UNION

- United Steelworkers