



TOWNSHIP OF BRUDENELL, LYNDOCH AND RAGLAN

JOB DESCRIPTION

JOB TITLE: Parks & Rec Maintenance Assistant (Summer Student)

REPORTS DIRECTLY TO: Operation Manager

DEPARTMENT: Recreation

DATE REVIEWED: March 2024

POSITION SUMMARY:

Student will be assisting with a wide variety of building maintenance / projects, lawn maintenance and clean up at various parks, playgrounds, ball diamonds, beaches and facilities throughout the Municipality.

DUTIES AND KEY RESPONSIBILITIES:

- Operate a variety of mowing equipment, leaf blowers and gas trimmers.
- Cleaning and maintenance of all equipment including mower and gas trimmer.
- Litter pickup on grounds and in receptacles at various locations.
- Preparing walls or equipment for painting, covering floors with drop sheets, covering items with tarps, tape, etc. in order to avoid paint from splashing.
- Painting interior and exterior walls which would include working from a six-foot step ladder.
- Net, fence and gate repairs.
- Replace light bulbs.
- Edging around and placing mulch around trees and shrubs, picking up brush, pruning shrubs and trees.
- Work safely around heavy equipment (Tractor, Loader, and Brush Chipper).
- Complete incident reports as required, complete forms, report any unsafe condition or damage, and maintain a clean work place on a regular basis.
- Complete all safety orientation training as required.
- Safe and effective use of small power tools (drills, saws, and sanders).
- Setup and cleanup of community centre and arena for special events.
- Perform duties following all policies and procedures of the Township.
- Performs any other duties as requested by the Operations Manager.

MINIMUM QUALIFICATIONS:

- Must be between 15-30 years of age by start date of employment.
- Must be enrolled in a recognized secondary or post-secondary educational institution, and must be returning as a full-time student in the fall.

- Current Standard First Aid/CPR with Automatic External Defibrillator Certification, an asset
- Valid Driver's Licence, Class "G1" or higher considered an asset.
- Ability to follow direction, show initiative and exercise good judgement to ensure the effective completion of assigned tasks.
- Current WHMIS certificate (or willing to be trained)
- Ability to work alone under minimal supervision and work outdoors in any weather condition.
- Some familiarity and skills of general grounds maintenance considered an asset.
- Mechanical aptitude.
- Able to safely cut grass with a ride on motorized mower and gas trimmer.
- General understanding of PPE required for assigned tasks.

PHYSICAL SKILL AND EFFORT

- Good physical condition.
- Must be able to lift 50 lb. and push 75 lbs.

DECISION MAKING AND JUDGEMENT:

Work is performed under the direct supervision of the Department Head and in accordance with established policies and procedures.

INTERPERSONAL SKILLS:

The job requires good interpersonal skills to interact effectively with the general public and deal politely and effectively with other department staff.

WORKING CONDITIONS:

- Working outdoors in differing weather conditions (rain, heat, etc.)
- Occasional exposure to the elements, hazardous conditions and materials.
- Interruptions due to operating problems and unavoidable changes in priorities and plans.

CONTROL OVER WORK SCHEDULE:

- Will be required to work 40 hours per week and may include irregular hours and weekends.

SPECIAL REQUIREMENTS:

- Student must supply and wear CSA safety footwear.
- Work clothing – clean, neat appearance; no shorts; must wear CSA Approved shirt or vest.

- Students 18 and over are required to submit a vulnerable sector criminal record check at own cost.

The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the working requirements that may be inherent in this classification.

Supervisor Signature

Employee Signature

Date

Date