

**POSITION DESCRIPTION**

<b>Position:</b>	Summer Student - PARKS	<b>Type:</b>	<b>Non-Union</b>
<b>Incumbents:</b>			
<b>Reports To:</b>	Director of Community Services, Lead Hand		
<b>Date:</b>		<b>Next Review Date:</b>	
<b>Positions Supervised:</b>	None		

**PART I - DESCRIPTION OF JOB REQUIREMENTS**

**General Accountabilities**

The Community Services Department Summer Student - PARKS provides support and a variety of maintenance operations for the Community Services Department.

**Specific Accountabilities**

**The following accountabilities are not listed in order of priority:**

**Maintenance & Operations**

1. Assists with community centre room set up, clean up and assisting the public when necessary.
2. Assists with the set-up of tents, chairs, tables etc. for special events.
3. Conducts routine clean-up and maintenance of all cemeteries, park facilities and grounds.
4. Operates and maintains equipment used for parks maintenance and carries out preventative maintenance programs for parks maintenance equipment.
5. Assists in ensuring all Community Services buildings, vehicles and equipment are secure.
6. Provides information to park visitors in a positive, courteous and professional manner.
7. Educates park visitors in park regulations and enforces regulations when required in a positive, courteous and professional manner.
8. Works cooperatively with volunteers, partners and other staff.

9. Ensures all work is performed in accordance with regulations, policies and procedures and that all required data collection forms and other reports are completed and submitted in a timely fashion.
10. Reports any major defects to equipment, property or process to the Director of Community Services or designate(s) promptly.

### **Staffing**

n/a

### **Communication**

11. Responds to public inquiries by providing verbal and written information or referring them to the Director of Community Services or designate(s) as required.

### **Policy Compliance**

12. Maintains, organizes and updates records and filing systems as required by legislation and internal policy.
13. Ensures compliance with Township and legislated policies, practices and procedures.
14. Complies with all Municipal and Provincial occupational health and safety legislation, regulations, policies and procedures, and must wear all safety apparel as required.
15. Attends necessary and/or approved educational workshops, seminars or webinars including the renewal of annual licencing as required.

### **Other**

15. Performs other duties as required.

**The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.**

**PART II - THE FOLLOWING SECTION HEADINGS WILL HELP DESCRIBE THE TECHNICAL SKILLS, EDUCATION, EXPERIENCE AND WORKING CONDITIONS UNDER WHICH THE INCUMBENT IS REQUIRED TO PERFORM THE JOB**

### **Technical Skills/Experience**

1. A minimum of two (2) years' experience in a related position is preferred.

2. The incumbent must have a general knowledge of vehicles and equipment with special experience related to Community Services operations.
3. The incumbent must be able to demonstrate good communication and public relation skills.
4. Ability to work independently with minimal supervision.
5. The incumbent must provide a criminal check on an annual basis.
6. Ability to maintain confidentiality where mandated or required.

**Education/Training/Licences**

1. Possession of a valid Class “G” Driver’s Licence for the Province of Ontario is preferred.
2. Must be a student between the ages of 16 and 30 and returning to school in the fall.

**Working Conditions**

1. Must operate equipment and undertake construction and maintenance projects in variable weather conditions.
2. Moderate to heavy physical demands related to manual labour in maintenance of parks, cemeteries, facilities and equipment repairs.
3. Regular exposure to dirt, dust, oil, grease, noise, vibration, weather conditions, hazardous materials, chemicals and waste.
4. Availability to work on-call and in emergency situations as required.
5. Availability to work shift work, including evenings and weekends, as required.
6. Availability to work occasional overtime as required.
7. Occasional exposure to severe weather conditions and urgent equipment issues. Some exposure to deadlines and interruptions.
8. Deals with difficult customers occasionally.

**Signatures**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Manager