

# The Corporation of the Town of Lakeshore

## Job Description

**Position:** Parks Maintenance Student

**Salary:** \$14.47/hr (2017 rate)

**Work Term:** May 1, 2017 - September 4, 2017

**Reports to:** Supervisor of Parks, Fleet and Facilities

### **Purpose of Position:**

Reporting to the Supervisor of Parks, Fleet and Facilities the Parks Maintenance this position is responsible for performing general maintenance duties at parks and beaches while ensuring attractive, orderly and healthy parks areas in order to provide a pleasant outdoor environment for all visitors.

### **Qualifications:**

- Student at least 16 years of age as of May 1, 2017 (Due to early start date this position is open only to College or University students who are returning full time to a recognized college or university program in September)
- Resident of Lakeshore
- Valid class G license or greater (NO EXCEPTIONS) and clean driver's abstract
- Previous experience driving a truck
- Ability to work alone with minimal supervision
- Protective footwear and clothing required

### **Knowledge:**

- Well-developed communication skills in order to deal with the public
- Strong organizational and time management skills
- Knowledge of grounds maintenance
- Mechanical aptitude to operate equipment including small tools
- Ability to follow work orders and show initiative for completing tasks

### **Physical Skill and Effort**

- Able to use equipment safely and act in a safe manner
- Must be able to perform heavy and light physical labour duties

### **Major Responsibilities:**

- Frequent road travel with municipal trucks to various parks throughout Lakeshore.
- Complete daily inspections of park areas and playground equipment.
- Daily opening and closing of washrooms and maintaining supplies.
- Daily cleaning of washroom facilities (including toilets, sinks and floors).
- Operate grass cutting equipment, garbage pickup and general sweeping.

- Relocate picnic tables.
- Maintenance of baseball diamonds and sports fields.
- Remove and repair signs of vandalism, complete daily activity sheets.
- Other duties or tasks as assigned.

**Decision Making and Judgement:**

- Work is performed under the general direction of the Supervisor of Parks, Fleet and Facilities with access to municipal policies, procedures, bylaws and regulations.

**Human Resources:**

This position is not responsible to supervise any staff.

**Financial Management:**

This position does not have any financial responsibilities.

**Interpersonal Skills:**

Interpersonal skill to liaise with the public and fellow staff members in a friendly and co-operative manner.

**Internal:**

- With Supervisor to ensure work responsibilities are met.
- With other staff to ensure provision of timely information and services.

**External**

- Answer questions from the public, provide information and provide customer service.

**Working Conditions:**

**Environment**

- Works outdoors
- Exposure to varying weather conditions

**Control over Work Schedule**

- Shift work, Monday through Sunday
- Hours of work will range from 24-30 hours per week

**Revision Log**

Date	Change	Author	Re-evaluated
Dec 7/16	New format and general description changes	HR	