



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Summer Student
<b>DEPARTMENT:</b>	Parks & Recreation
<b>REPORTS TO:</b>	Recreation and Facilities Manager

### **POSITION SUMMARY:**

Under the general supervision of the Recreation and Facilities Manager, operates equipment and power tools all the while carrying out maintenance activities in the upkeep of the Municipal parks infrastructure.

### **MAJOR TASKS AND RESPONSIBILITIES:**

The Summer Student is assigned various tasks according to priorities, plans, capabilities and experience of the operator.

### **RESPONSIBILITIES AND DUTIES:**

1. Carries out work assignments, using a variety of vehicles and equipment, hand and power tools.
  - responsible for the safe, effective use of equipment and using the correct equipment to perform all jobs.
2. Maintains municipal facilities and landscaping in healthy, attractive condition.
3. Expected to use initiative and judgement when on the road and is expected to operate without direct supervision when the task has been defined.
  - observes hazards and reports them to the Recreation and Facilities Manager.
4. Maintains equipment, vehicles and tools in safe, operating condition.
5. Responsible for polite, tactful relations with the public.
6. Works in accordance with the provisions of applicable Health and Safety legislation and the Municipality's policies and procedures related to Occupational Health and Safety.
7. Undertakes training for use of special or new equipment.
8. Operate municipal equipment as directed by the Recreation & Facilities Manager.

9. Works with other municipal employees to maintain equipment fleet.
10. Work with other municipal employees to maintain municipal buildings in a neat and tidy condition.
11. Performs other related duties as assigned by the Recreation & Facilities Manager.

**WORKING CONDITIONS:**

Exposure to physical hazards and contrasting weather conditions including but not limited to:

- rain, fog, heat, sun exposure, machine heat, unpredictable traffic.

**Hours of work:** Normal – Tuesday – Saturday 5am – 1pm  
40 Hours / Week: Overtime after 44 Hours

**WORKING RELATIONSHIPS:**

- a) Recreation & Facilities Manager and Arena Operators: Receives direction and leadership.
- b) With Other Staff: Usual courtesy and co-operation.
- c) With the public: Courtesy and tact.

**KNOWLEDGE AND SKILL:**

- 1) Ability to operate a variety of equipment effectively, safely and efficiently.
- 2) Good judgement – ability to work well with others.
- 3) Must hold a valid, clean Class "G" driver's licence.
- 4) Must have access to a reliable vehicle
- 5) Works efficiently with municipal employees, contractors and operators.

**CONTROL:**

Policies established by Council - uses judgement in operations with supervision from the Recreation and Facilities Manager or Facilities Supervisor.

Prepared By: LC

Effective Date: January 2017

Revised by: SC

Effective Date: January 2022

Approved by: