

 Job Description	Position: Summer Student – Recreational Facilities Attendant	Page: 1 of 3
	Dept.: Parks, Recreation & Facilities Salary: minimum wage Period: 40 Hrs/week	Reports to: Lead Hand of Parks, Recreation and Facilities
	Effective: April 26 th , 2021	Revision Date: Feb 19, 2025

PRIMARY FOCUS

Reporting to the Parks, Recreation and Facilities Lead Hand, the Summer Student assists in the maintenance of Municipal Parks and Facilities including cutting grass, planting of flowers and maintenance of Township horticulture. Assisting with cleaning of Township Buildings, setting up events and programs, ensuring Parks and open spaces and outdoor amenities are safe, clean and accessible.

SCOPE	
<p><u>Supervisory Accountability</u></p> <p><i>Direct Reports:</i></p> <ul style="list-style-type: none"> • N/A <p><i>Indirect Reports:</i></p> <ul style="list-style-type: none"> • N/A <p><u>Key Contacts</u></p> <p><i>Internal:</i></p> <ul style="list-style-type: none"> • Lead Hands • Manager of Parks, Recreation and Facilities <p><i>External:</i></p> <ul style="list-style-type: none"> • Members of the Public 	<p><u>Asset Accountability</u></p> <p><i>Material Resources:</i></p> <ul style="list-style-type: none"> • Basic handling of general supplies or standard equipment • Ensuring that resources used in own job are not mislaid, damaged or used improperly. <p><u>Working Conditions</u></p> <ul style="list-style-type: none"> • Physical ability to climb and walk-in rough conditions. • Physical fit, with the ability to lift and work in outdoor settings. • Outdoor work in all weather conditions

CORE JOB REQUIREMENTS

Educational requirements

Secondary:

- High school diploma or GED required (or currently enrolled)

Related experience requirements

- Previous experience with Parks & Recreation an asset
- Health and safety training
- WHIMIS Training

Other Requirements

- Valid Ontario Driver's License and clean driving record
- Must provide and wear CSA approved protective footwear
- Dress code: Clothing will respect to the municipality's public service mandate
- PPE: personal protective equipment and clothing will be used/worn

Technical skill requirements

- Ability to operate pick-up trucks
- Ability to operate lawn mowers, string mowers, handheld tools and various other small mechanical equipment

Interpersonal skill requirements

- Excellent verbal, listening & written communication skills
- Organizational and prioritization skills
- Collaborative, Team player
- Ability to multi-task
- Ability to complete assigned tasks with only occasional supervision
- Ability to work effectively with Lead Hand and co-workers
- Ability to take direction, orally and in writing
- Judgment required to ensure safe and effective work in a variety of conditions
- Demonstrate corporate competencies
- Excellent oral and written communication skills with the ability to deal with the public, staff and outside groups and agencies.

JOB RESPONSIBILITIES

Functional Responsibilities:

- Flower bed planting and maintenance
- Cleaning Township buildings and assist with general laborer duties
- Assisting in the set up for events and programs
- General shop maintenance/cleaning
- Maintenance and minor repair of equipment (oil change, grease, light bulbs, etc.)
- Ensure parks, open spaces, and outdoor amenities are safe, clean, and accessible
- Responsible for turf maintenance, trimming and cutting grass etc.
- Maintain sports fields; ball diamonds, soccer fields, parks etc.
- Clean and maintain park furniture
- Clean washrooms
- Pick-up litter
- Empty garbage/recycle bins
- Other duties as assigned

APPROVALS

_____ Date _____

I acknowledge that I have read and understand the contents of this job description and agree to perform the responsibilities as described herein.

_____ Date _____