

JOB TITLE: Parks Student	CLASSIFICATION: Student
DEPARTMENT: Parks and Maintenance	REPORTS TO: Parks and Maintenance Manager

POSITION SUMMARY

This position is to assist with work within the Parks and Maintenance Department, as required. This will be a summer student position and includes weekend work.

DUTIES and RESPONSIBILITIES

1. Maintains the Corporation of the Municipality of Magnetawan's parks and recreational facilities.
2. Operates most pieces of municipal parks equipment: grass mowers, weed trimmers, etc. Some manual tasks will be required also.
3. Performs inside and outside maintenance operations to facilities. Duties pertaining to the Community Centres and Pavilion include, but are not limited to:
 - a. Grass cutting
 - b. Landscaping
 - c. Gardening
 - d. Custodial Duties which include: Community Centres/Pavilion set up and cleaning before and after various functions
 - e. Painting
4. Performs general maintenance duties in the following areas, but not limited to same:
 - a. Buildings and facilities
 - b. Cemeteries
 - c. Parks and playgrounds
 - d. Sports fields
 - e. Beach and shoreline
 - f. Locks and docks
 - g. Security (locks and keys)
 - h. Horticultural work
 - i. Grass cutting and turf maintenance
 - j. Sidewalk maintenance
 - k. Other duties as assigned
5. Completes daily time sheets and maintains appropriate logbooks such as fuel, equipment maintenance, hours of service, diary etc.
6. Maintains a high level of customer service. Deals with contacts in a courteous, polite, and efficient manner and maintains effective and co-operative liaisons with other staff.
7. Develops and maintains a thorough knowledge of the Municipality's Health and Safety Policy, OHSA and other applicable Provincial legislation.

SUPERVISION REQUIREMENTS

No supervision requirements for this position.

CREDENTIALS/EXPERIENCE REQUIRED

1. Must be reliable and energetic
2. Must be able to work weekends
3. Must be able to work with minimal supervision with great initiative
4. Ability to work with public
5. Demonstration of strong communication and public relations skills
6. Familiar with lawn/grounds keeping equipment – summer
7. Appropriate outdoor/indoor working attire required
8. Ability to work with tact and discretion
9. Willingness to receive leadership, guidance and direction
10. Exhibits courtesy, co-operation and a positive, helpful approach in response to enquiries, bookings and the investigation of complaints

PHYSICAL DEMANDS AND WORKING CONDITIONS

1. Must be in good physical health, and capable of performing all work, including occasional lifting, pushing, and pulling heavy objects, working with various chemicals, and working in confined spaces.
2. Work in all types of weather, times, and environmental conditions including heat, cold, rain etc.
3. Required to operate or drive equipment for extended periods of time.
4. Shift work and overtime required through an overtime sharing process. Work is subject to unusual and unscheduled hours. This may include evenings and weekends as workload fluctuates.
5. Must wear required Personal Protective Equipment (PPE) (steel toed boots with minimum 8" uppers and Hi-Viz type Class 3 traffic vest). This PPE must not be altered in any way and be in good working condition.