



POSITION DESCRIPTION

1 Position Title:

Summer Student – Parks and Recreation Facilities

2. Reporting Relationship:

Reporting to the Parks and Facilities Operator (or designate)

3. Positions Supervised:

None

4. Scope of Position:

Under the supervision of the Parks and Facilities Operator (or designate), carries out the daily general labour-related activities associated with the Parks and Facilities Operations as determined by established practices and policies of the Township of Southwold and the Statutes of Ontario.

5. Principle Responsibilities:

5.1 Assists in all aspects of the day-to-day general operations of the Parks and Facilities Department as required. May perform a variety of duties such as meeting room setup, clean up, and assisting the public when necessary. Assist with the setup of tables, chairs etc. for special events. Performs ground maintenance, which includes grass cutting, debris collection and removal as well as ground maintenance for sports fields in the Township.

5.2 Operates various tools and equipment in a safe manner used in ground maintenance and construction as assigned such as but not limited to, shovels, rakes, two-way radios, water pumps, weed eaters, traffic control devices, pickup trucks with broom attachments, roadside tractor-mower, rollers and other job-related equipment.

- 5.3 Required to wear safety boots, hard hats, protective gloves, vest and safety glasses in accordance with Health and Safety Policies of the Township of Southwold and general safe practices. Ensures work is being carried out with sound judgement and in a safe manner and advises the Park and Facilities Operator of the existence of any potential or actual danger to health and safety of a worker which he/she is aware.
- 5.4 Carries out other job-related duties as assigned.

6. MINIMUM QUALIFICATIONS:

- 6.1 Must be a student enrolled in a Secondary School, a Community College or enrolled in a University Program.
- 6.2 Must have a valid current G2 Driver's License with clean driving record acceptable to the Township's insurance carrier.
- 6.3 Must be able to understand, read and write English and be able to respond to both verbal and written communications.

7. Authority of Position

Authority limited to direction given and to operating within accepted procedures.

8. Working Conditions:

- 8.1 The normal work week is 40 hours. Normal hours of work are Monday to Friday, 7:00 am to 3:30 pm with 1/2 hour (unpaid) for lunch. Some work may be required in the evenings and weekends.
- 8.2 Works with other municipal employees in a team environment on various construction and maintenance projects associated with the Public Works Department. Contacts within the work unit are primarily with the Public Works Foreman and co-workers.

9. Physical Skill and Effort

Good physical condition to operate most equipment and perform laborious activities as required. Strength and mobility to work in a typical field or shop maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing, and

working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 50 pounds unassisted; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

10. Working Conditions

The employee regularly works in outside weather conditions and in roadways with exposure to physical hazards and inclement weather conditions such as heat, cold, rain etc. The employee regularly travels to various job sites and operates or works near moving mechanical parts and heavy equipment. The employee frequently works in the public right-of-way, streets, and roads in various traffic conditions. The employee is occasionally exposed to fumes, airborne particles, sharp tools and insects. The noise level in the work environment is sometimes loud.

11. Health & Safety

Everyone at the Township of Southwold has a responsibility to work in a healthy and safe manner and to follow all Township Health and Safety Guidelines (policies and procedures)