



Job Description  
**Maintenance – Summer Student Position**

**Reports to:** Manager of Infrastructure & Environmental Services or delegate

**Subordinates:** None

**Effective Date:** January 2023

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**Position Summary**

Provides general maintenance services to the Infrastructure and Roads divisions of the Operations department. This includes parks, greenspace, cemeteries, facilities and public works. Safely operates lawn maintenance equipment and is comfortable with manual tasks such as painting, cleaning, patching, hauling, and doing repairs as required. Helps ensure public spaces are clean, safe, and well maintained.

**Key Duties and Responsibilities**

- Performs general maintenance duties for the Operations department including:
  - a) grass cutting, weeding, garbage collection, cleaning public washrooms, and painting
  - b) planting, watering and weeding gardens, planters and hanging baskets distributed throughout the community
  - c) assisting in cleaning and maintaining work area, garages and storage areas
  - d) assisting in repairs and installation of new equipment
  - e) being responsible for use of motorized and manual equipment
- Respond to public complaints and concerns and report them to the supervisor
- Report any repairs, vandalism, breakdowns or accidents
- Perform duties in accordance with the Township's health and safety policies and procedures
- Participate in staff training, and perform other related duties as assigned

**Education/Experience/Skills Training**

- Currently enrolled in secondary or post-secondary education, and returning to studies in September 2023
- Some knowledge of parks or grounds maintenance, horticulture, and equipment used
- Class G drivers' license preferred

**Working Conditions**

- Regularly exposed to conditions of potential discomfort caused by temperature extremes, inclement weather, dust, dirt, and similar factors
- Lifting weights that may exceed 22kg
- Evening and weekend shift may be required
- Sitting or driving for periods in excess of two hours
- Eligible to work in Canada

*The foregoing reflects the key duties, responsibilities and qualifications for the position and should not be construed to be an all-inclusive description.*