

The Corporation of the Town of Gravenhurst

POSITION DESCRIPTION

Position Title:	Parks Student
Area/Department:	INFRASTRUCTURE SERVICES – PARKS DIVISION
Reports to:	Public Works and Operations Foreman or designate

POSITION SUMMARY

To provide general landscape and maintenance labour services to municipal parks, trails, gardens and public properties as well as cemeteries as needed.

To provide general labour for special event set-ups & take-downs and perform required park maintenance and customer service during events.

DUTIES & RESPONSIBILITIES

1. Perform daily maintenance of public washrooms including cleaning, disinfecting, stocking and minor repairs.
2. Perform daily garbage removal from the downtown core, parks & wharf, as well as litter picking as required.
3. Perform turf maintenance including mowing, trimming, raking, aerating, seeding, fertilizing and laying sod.
4. Perform garden and landscape maintenance including weeding, watering, planting, pruning as well as applying and working soil, compost, mulch and fertilizers.
5. Perform regular ball diamond, tennis court, beach & playground maintenance and repairs.
6. Assist with the transporting and storage of sporting and recreation equipment and lining playing field.
7. Work at various events and recreation programs when additional staff is required, Demonstrate positive interaction and a caring attitude toward children, youth, adults, and seniors, and a high level of customer service to residents, visitors, and special event organizers.
8. Perform hiking trail maintenance including grooming, brushing, branch removal, structure repair and signage.
9. Perform minor maintenance, repairs and painting of structures & site furnishings, as well as perform preventative maintenance on tools and equipment.
10. Operate and use vehicles and small equipment including pick-up trucks, trailers and 1-ton trucks with dump box; riding mowers, push mowers, line trimmers, ATV & utility ORV, water pump, backpack blower, rototiller, hedge trimmer, pressure washer, hand tools and other related equipment.
11. Assist with special event set-ups & take-downs and perform required site maintenance and customer service during events.
12. Assist with public inquiries and direct same as appropriate or required to supervisor.
13. Assist with special projects and perform other duties as assigned.

SUPERVISION REQUIREMENTS

Positions Supervised Directly: N/A

EDUCATION, SKILLS AND EXPERIENCE

1. Minimum High School Diploma; College or University education an asset. Students registered full-time in the previous academic year and intend to return to school on a full-time basis in the next academic year will be given preference
2. Previous landscape, grounds keeping, gardening and/or maintenance operations experience
3. Experience with event set-up is an asset.
4. Knowledge of plant identification, and proper planting and pruning techniques
5. Training and/or education in a related field is considered an asset
6. WHMIS 2015 certification is required for all new hires and must be presented at the time of hire.
7. Working knowledge and understanding of the Occupational Health and Safety Act and Regulations
8. Ability to work early morning, weekend and evening hours, as required
9. Ability to work independently as well as cooperate as part of a team
10. Responsible for wearing proper CSA approved safety footwear
11. Must work in compliance with applicable legislation, departmental policies/procedures/practices and operational guidelines
12. Valid G license with a clean drivers abstract satisfactory to the corporation (Use of own vehicle may be required)

HEALTH & SAFETY RESPONSIBILITIES

- To learn, understand and practice standard Town operating procedures.
- To be familiar with and comply with the provisions of the Occupational Health and Safety Act and Regulations; and the Towns Health and Safety Policies and Procedures.
- To take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- To report unsafe acts or conditions to their supervisor or a Health and Safety Committee Representative.
- To report any occupational injury or illness immediately to their supervisor.
- To use personal protective equipment, where required.
- To report any contravention of the Occupational Health and Safety Act.

PHYSICAL/PSYCHOLOGICAL DEMANDS and WORKING CONDITIONS

Environment: Work is conducted outdoors and staff will be required to work in adverse weather conditions; must possess tact, patience, poise when dealing with the public and other employees and must demonstrate professional behavior at all times

Physical: Requirement for sufficient physical ability and mobility to work in the outdoors which include lifting, kneeling, bending and prolonged periods of time on your feet, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate equipment.

REQUIRED DATES, HOURS AND RATE OF PAY

- Late April – Early September
- 40 hours per week (weekday, evening & weekend shifts)

CONTACTS

Incumbent communicates regularly with municipal staff and the general public.

REVIEW/APPROVAL

Incumbent: _____ **Date:** _____

Immediate Supervisor: _____ **Date:** _____

Director: _____ **Date:** _____

Human Resources: _____ **Date:** _____

CAO: _____ **Date:** _____

Affiliation: Non-Union