

THE CORPORATION OF THE TOWN OF KEARNEY

POSITION DESCRIPTION

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| JOB TITLE: | Public Works, Parks & Facilities Student |
| LOCATION: | 8 Main St. Kearney (primary work location) |
| POSITION: | SUMMER STUDENT |
| WAGE CLASSIFICATION | \$18.00/hour |
| REPORTS TO: | Public Works Superintendent & Facilities Manager |

SUMMARY OF POSITION

Under the supervision of the Public Works Superintendent, the Public Works, Parks & Facilities Student provides support to the Parks, Facilities and Public Works Staff by assisting with seasonal duties and enhanced care of our parks, public buildings, beaches, trails, roads, sidewalks, transfer stations and facilities.

Primary Responsibilities

- Assist with grass cutting, trimming, pruning, watering, weeding, cleaning, clearing of parks, beaches, trails to keep our Town beautiful
- Assist with set-up, take down and event support as needed
- Assist with cleaning, clearing, painting, repairing of facilities and any other related duties as assigned
- Work with our Parks, Facilities, Recreation, Roads, and Transfer Station departments to assist as needed
- Ensuring rules and regulations for Occupational Health and Safety are followed
- Other duties as required

Qualifications, Knowledge and Skills

- Ability to operate small equipment is an asset
- Strong interpersonal and communication skills and the ability to work effectively with co-workers and the public

Work Conditions

- Subject to interruptions from the public and staff.
- Subject to frequent deadlines
- Working hours - variable as scheduled
- Ability to work independently and as part of a team
- Requires periods of work in the outdoors as necessary, including working in inclement weather, exposure to elements
- Deals with the public

Behaviours and Competencies

- Self-motivated and able to multi-task in a fast-paced environment
- Maintains confidentiality at all times

Training

Staff will take part in initial training for:

- Health and Safety
- Harassment and Violence in the Workplace

- Customer Standards under Accessibility for Ontario with Disabilities
- Will meet with supervisor daily for safety meetings.