

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

Job Description

Position:	Parks & Recreation Labourer Summer Student			
Department:	Parks and Recreation			
Reports to:	Manager of Parks, Recreation and Facilities			
This job description is:	New	Revised	x	Wage: \$14.00 per hour

JOB SUMMARY:

Reporting to the Manager of Parks, Recreation and Facilities, the Parks and Recreation Labourer Summer Student is responsible for assisting with the beautification of parks and sports fields, grass cutting, weeding, watering of floral arrangements, garbage removal and minor building/equipment maintenance and repairs.

DUTIES AND KEY RESPONSIBILITIES:

Beautification of parks and sports fields; raking, trimming of bushes, etc.

Grass cutting and grooming of parks, sports fields, baseball diamond, and municipal owned properties.

Weeding and watering of flower beds and floral hanging arrangements.

Garbage and debris removal at parks, sports fields, municipal properties and boat launches.

Cleaning of the Township's Community Centre (Arena).

Minor building and equipment maintenance and repairs.

Other duties as assigned by the Manager of Parks, Recreation and Facilities.

SUPERVISORY RESPONSIBILITIES:

The incumbent has no supervisory responsibilities.

JOB SPECIFICATIONS:

Must be a summer student which is defined as a person between the ages of 15 to 30 years old, registered as a full-time student in the current academic year (2018/2019), and intends to return on a full-time basis in the next academic year (2019/2020).

Preference may be given to applicants enrolled in a Recreation and Leisure, Sports Management college/university program or equivalent.

Must be able to work during the months and times specified (to begin in early May and continue until the end of August, Monday to Friday, 40 hours per week with some evening/ weekend work).

A valid and clean Ontario Class G Drivers' license is required (please submit a 3-year uncertified drivers record with application).

Requirement to submit a satisfactory Police Record Check prior to the commencement of employment.

KEY PERFORMANCE COMPETENCIES:

Must attain a strong work ethic and be self-motivated.

Demonstrated ability to work effectively with a team and maintain constructive working relationships.

Ability to work with minimal supervision.

Demonstrated public relations and communication skills, ensuring polite and tactful relations with residents.

Must represent the Township in a positive and respectful manner at all times.

Demonstrated awareness and knowledge of proper safety procedures and ability to act in accordance with established guidelines, follow standard policies, procedures, and legislation such as *Occupational Health and Safety Act; AODA, etc.*

WORKING CONDITIONS:

Exposure to extreme summer weather conditions; heat, rain, wind, etc.

Work is subject to peak periods, shifting priorities and deadlines.

Normal stress and strain associated with physical labour in outdoor recreation maintenance activities.

Work duties require you to work around garbage which may attract bees and wasps.

CONTACTS:

Internal:

- Manager of Parks, Recreation and Facilities, Arena and Parks Attendant, and other municipal staff for the exchange of information.

External:

- General public to convey or exchange information.

I have read this Job Description and understand the job requirements of this position and the expected standards of performance.

Signature of Incumbent

Date

Signature of Manager of Parks, Recreation and Facilities

Date

Signature of Chief Administrative Officer

Date