



The TOWNSHIP of
NORTH DUMFRIES

SUMMER EMPLOYMENT OPPORTUNITY

COMMUNITY SERVICES MAINTENANCE SUMMER STUDENTS

The Township of North Dumfries is seeking applications from qualified, interested and motivated candidates for the position of Community Services Maintenance Summer Student - five (5) positions

The Township of North Dumfries is located in the heart of south-western Ontario. North Dumfries' ideal location and proximity to large economic centers along Hwy 401 within Waterloo Region makes it the destination to work, live and play. This rural community offers a great quality of life for those seeking to enjoy its quaint settlements, rolling countryside and extensive natural features. The Township is poised for growth over the next 15 year period by accommodating a forecast of an additional 6,000 residents and 2,300 employment positions.

Under the direction of the Supervisor, the summer students will assist the Recreational department with regards to the maintenance of facilities and parks, as well as assist the Public Works department with regards to the maintenance of roads and equipment as required. This position will involve days, evenings and weekend shifts on a rotating basis. The wage is \$14.45 per hour for 40 hours per week, up to 16 weeks.

A complete job description is available on the Township's website at www.northdumfries.ca

The Township has made application to the Federal Government under the Canada Summer Jobs – 2019 program. As such, applicants must satisfy the eligibility requirements of this program.

This summer placement provides students with opportunities to obtain valuable work experience, gain transferable skills, and build professional networks. To explore this challenging opportunity further, qualified applicants are invited to submit a confidential cover letter and resume before **12 noon on Friday March 1st, 2019** to the Township Municipal Offices:

Attention: Sonny Smith, Facilities Supervisor, Community Services or email mail@northdumfries.ca

If you need an accessible format, please email mail@northdumfries.ca or call (519) 632-8800. The Township of North Dumfries is committed to providing accommodation for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If you are contacted regarding this position, please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of candidates will be addressed confidentially.

We thank all candidates for their interest, however, only those applicants selected for an interview will be contacted. Applicant information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used only for candidate selection.



The TOWNSHIP of
NORTH DUMFRIES

**EMPLOYMENT OPPORTUNITY
COMMUNITY SERVICES SUMMER STUDENT
(Up to a Maximum 16 week term - Summer Student)
FIVE (5) POSITIONS**

Reports to: Facilities Supervisor / Operations Supervisor

Supervises: None

Department: Community Services

Position Overview:

Under the direction of the Supervisor, the summer students will assist the Recreational department with regards to the maintenance of facilities and parks, garden / landscape, as well as assist the Public Works department with regards to the maintenance of roads and equipment as required. This position will involve days, evenings, and weekend shifts on a rotating basis.

A. KEY ROLES AND RESPONSIBILITIES

RECREATION

Perform day-to-day maintenance services for all municipally owned recreational facilities, open spaces, greenspaces, and parks, performing such duties as:

1. Grass cutting, weed elimination, turf maintenance, etc.
2. Plant gardens/flowers, fertilize shrubs and flowers
3. Perform litter patrol and empty receptacles (in facilities, parks, etc.)
4. Assist with cleanliness of facilities including, but not limited to: floors, stairs, supply rooms, washrooms, player's benches, bleachers, locker rooms, lunchroom, etc.
5. Assist with maintenance of interior and exterior Recreations facilities, including, but not limited to, painting, light fixture maintenance, maintenance of Baseball diamonds and Soccer fields, equipment maintenance, grounds maintenance, etc.
6. Limited office work including printing / scanning / filing, completing documents, etc. may be required

Perform all other Recreation duties as required.

PUBLIC WORKS

Perform the day-to-day maintenance that is required within the Public Works department. This position may require occasional heavy lifting, driving township vehicles, and general labourer responsibilities, such as:

1. Learn and follow techniques for culvert maintenance, ditching, pot hole repair, sign replacement and other general roads duties
2. Traffic control and flag-person duties
3. Vehicle and equipment maintenance
4. Shop maintenance and cleaning
5. Grounds maintenance and cleaning
6. Complete sidewalk and trail inspections to evaluate minimum maintenance standards
7. Limited office work including printing / scanning / filing, completing documents, etc. may be required

Perform all other Public Works duties as required

B. SKILLS AND QUALIFICATIONS

The Township has made application to the Federal Government under the Canada Summer Jobs - 2019 program. As such, applicants must satisfy the following eligibility requirements:

- a. Be between 15 and 30 years of age at the start of employment;
- b. Have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- c. Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and,
- d. Be legally entitled to work in Canada in accordance with relevant Provincial / Territorial legislation and regulations.

C. WORKING CONDITIONS

This position will require the successful candidate to work both indoors and outdoors. The position requires a high level of activity and output to meet scheduled deadlines. Outdoor work will occur in a variety of weather conditions. Safety protocols must be followed at all times.

D. REQUIREMENTS

1. CSA approved safety shoes / boots are required at the commencement of employment and are to be worn at all times and at all work sites. Provided by the student.
2. Students must wear all safety equipment when required for the specified job including hard hat, safety glasses, gloves, safety orange vests, etc.
3. Complete and follow all safety orientation training as required.
4. Students must pass a satisfactory background check, which may include a criminal record check and speaking to references.
5. The Township expects a clean / neat appearance at all times; no jeans or shorts.
6. Experience with tractors, lawnmowers, chainsaws, floor scrubbers, gardening and pruning equipment, other small hand tools, cleaning supplies, etc.
7. Complete all required documentation and reports, such as daily facility sheets, daily log reports, damage reports, incident/accident reports, bi-weekly timesheets, vehicle inspection forms, work order forms, etc.
8. Possession of a valid Ontario Drivers' License preferred, Class G2 minimum.
9. Ability to work independently and follow instructions of Supervisor and / or Lead Hand.
10. Horticultural / landscaping experience is an asset.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Township of North Dumfries reserves the right to amend this position's job description any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

ANTICIPATED START DATE: May 2019

ANTICIPATED END DATE: Friday, August 23, 2019

WAGE RATE: \$14.45

NUMBER OF POSITIONS: 5

SCHEDULE: Will include evenings and weekends; up to 40 hours / week