



*The TOWNSHIP of*  
**NORTH DUMFRIES**

**SUMMER EMPLOYMENT OPPORTUNITY**

**SUMMER STUDENTS (6 Positions)**

The Township of North Dumfries is seeking applications from qualified, interested and motivated candidates working in the Leisure & Community Services Department and on an occasional basis supporting operations within the Public Works Department. A total of six (6) positions summer positions are to be filled.

Under the direction of the Supervisor (or where applicable the Lead Hand), the summer staff will assist the Leisure & Community Services 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 starting on May 5, 2025, and ending September 1, 2025. The wage range is under review per hour for 40 hours per week.

A complete job description is available on the Township's website at [www.northdumfries.ca](http://www.northdumfries.ca)

**WAGE RANGE (hourly):** \$17.65 (18yrs +)

**NUMBER OF POSITIONS:** 6

**SCHEDULE:** 40 hours per week. Will include days, evening and weekend shifts

The Township has made application to the Federal Government under the Canada Summer Jobs – 2025 program. As such, applicants must satisfy the eligibility requirements of this program.

This summer placement provides 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 **4:30 pm on Wednesday March 12, 2025** to the Township Municipal Offices:

**Attention: Brook Johnstone, Supervisor, Parks & Facilities, or email**  
[bjohnstone@northdumfries.ca](mailto:bjohnstone@northdumfries.ca)

If you need an accessible format, please email [mail@northdumfries.ca](mailto: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.



## **JOB DESCRIPTION**

### **SUMMER STUDENT**

<b>Reports To:</b>	Facilities Supervisor or Operations Supervisor
<b>Supervises:</b>	Nil
<b>Department:</b>	Community Services
<b>Division:</b>	Recreation and Public Works
<b>Classification:</b>	Union Personnel – CUPE Local 1656.02

#### **Position Overview:**

Under the direction of the Facilities Supervisor and/or Operations Supervisor and/or the respective Lead Hand positions, the Summer Student is responsible for the maintenance and related operations of Township facilities, including arenas, community centres and halls, parks, sports fields, open space network and trails, Public parking lots and public lands, and, the Township's linear infrastructure system.

#### **A. KEY ROLES AND RESPONSIBILITIES**

##### **GENERAL**

1. Supports and participates in Health & Safety policies and procedures, and, undertakes requisite training in core competencies.
2. Rotating shifts over a seven (7) day period involving day, afternoon and weekend shifts.
- 3.

##### **RECREATION**

1. Safe and efficient operation of a wide range of vehicles and equipment in the Recreation inventory, including but not limited to, light duty trucks, tractors, mowers and mower attachments, brushing equipment, turf, trail and ball diamond grooming and maintenance equipment, hand and power tools such as grass cutting trimmers and shovels.

2. Responsible to undertake the delivery of tasks under the direction of the Supervisor associated with the maintenance of the Township's facilities, including arenas, community centres and halls, parks, sports fields, open space network and trails, Public parking lots, and, public lands, including but not limited to:
  - i) mowing and trimming of grass in parks, sports fields, trails and the open space network, and, public lands;
  - ii) operation, maintenance and inspection of various parks and amenities (ie: splash pads, swings and play grounds, park furniture, receptacles, fencing etc), including painting, cleaning, collecting refuse, litter pick up, signage, planting and maintaining trees and gardens, tree removal and trimming, grooming and maintenance of trails and pathways;
  - iii) operation, maintenance and inspection of sports fields and turf maintenance, including layout of fields, ball diamonds and multi-purpose sports pads (ie: basketball, volleyball, skatepark, etc), grooming of sports fields and ball diamonds, cutting / trimming, top dressing, overseeding, rolling, fertilizing, aerating, sodding, watering in accordance Township practices;
  - iv) operation, maintenance and inspection of park buildings and facilities, including painting, general repairs, maintenance and cleaning;
  - v) Set up and tear down of public space and programming activities in parks, open space system and trails;
  - vi) maintenance and inspection of Township facilities, including but not limited to, general repairs, painting, shoveling, cleaning, sweeping, mopping and scrubbing, set up / tear down of programming space;
  - vii) maintenance and inspection of ice and floor surfaces, including but not limited to, installation, removal, painting, and pegging of nets. Boards and shield maintenance duties include inspections, repairs and cleaning, Floor maintenance duties include cleaning and painting;
  - viii) Other duties as assigned.
3. Ensures that parks and facilities are maintained in a safe, clean and attractive condition. Removes and/or identifies hazards to employees or the Public or that interfere with the safe operation of vehicles or equipment and reports such conditions to a Facility Operator, Recreation Lead Hand and/or Supervisor.
4. Performs other duties as assigned by the Supervisor or Recreation Lead Hand.

## **PUBLIC WORKS**

1. Assist in the installation and maintenance of culverts, ditching, pot hole repair, signage and other general roadside related tasks.

Job Description  
Summer Student  
November 25<sup>th</sup>, 2019

2. Performs roadside flagging operations in accordance with applicable legislation and regulations, and, setting up / removal of construction – warning signage / barriers associated with the Township's road network.
3. Assists in roadside weed control, tree and brush trimming and removal, and, tree planting.
4. Performs pick up of roadside debris, garbage pick up and litter pick-up.
5. Completes sidewalk inspections to evaluate minimum maintenance standards.
6. Performs shop, vehicle and equipment maintenance and cleaning.
7. Other duties as assigned by the Supervisor or Public Works Lead Hand.

#### **B. SKILLS AND QUALIFICATIONS**

1. Secondary school education or equivalent combination of education and experience that is typically necessary for Provincial and/or Federal Grant programs.
2. Standard First Aid, CPR, AED and W.H.M.I.S. training (or willing to obtain).
3. Possess and maintain a valid driver's license with a good driving record.
4. Demonstrate the ability to safely operate vehicles and related equipment such as light duty trucks, tractors, mowers, hand trimmers, etc.
5. Understand building operating functions and systems, and, associated life-safety requirements.
6. Acceptable Police Records Check including: Vulnerable Sector Screening
7. Effective communication skills, both oral and written, customer service and problem solving skills. Demonstration of being able to work within a team environment.
8. Ability to perform a variety of physical activities including; lifting, digging, shoveling, raking and climbing ladders and be able to actively participate in daily activities, working within live traffic conditions and adverse weather conditions

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**C. WORKING CONDITIONS**

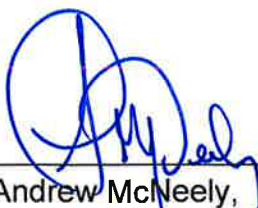
1. The Summer Student personnel will have a significant portion of their typical day working inside / outside performing tasks related to the Township's facilities, parks, open space system, public land holdings, and, linear infrastructure network. As such exposure to an indoor environment and outdoor seasonal conditions, varied topography, outdoor settings, construction sites, etc will be experienced. The position requires a high level of activity and output with frequent year-round deadlines.
2. Physical activity and exertion such as lifting, digging, shoveling, raking and climbing. Work activity can occur during day and/or night time conditions, and, adverse four season weather conditions.
3. Considerable opportunity exists for stressful interaction with members of the Public who may be referred to this position seeking resolution of outstanding matters or enquiries related to information related to the Township's facilities, parks, open space network, public lands and/or the linear infrastructure system.
4. Operating demands and the continual interaction with Staff and members of the Public, and, the pressure of work demands, seasonal spikes in activities, and multiple priorities from a variety of sources.

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.

Wage: As per the Collective Bargaining Agreement

Regular Work Week: Rotating Day, Afternoon and Weekend Shifts (up to a maximum of 40 hours per week) Work term is limited to a maximum of 18 weeks, extending from April to September

Prepared & Approved By:

  
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Andrew McNeely,  
Chief Administrative Officer

Date:

Nov. 25/19