



### **Community Services Summer Student**

<b>POSITION TITLE:</b>	Community Services Summer Student
<b>REPORTS TO:</b>	Community Services Leadhand
<b>REVISION DATE:</b>	January 2019
<b>WAGE:</b>	\$ 17.00
<b>STATUS:</b>	Temporary/Seasonal May-August

#### **Position Summary**

Reporting to the Community Services Leadhand, the Student Operations Helper will assist the Community Services Department in providing a strong positive image for the community. The primary duties include assisting the permanent employees with light maintenance duties including grass cutting, weed whipping, event set up and tear down and other light maintenance related to green spaces, sports fields, parks, playgrounds, and recreation facilities.

#### **Key Duties and Responsibilities**

1. Performs a variety of building and park maintenance duties, including: affixing signs and other items, minor building repairs.
2. Monitors and inspects sports fields and green spaces for hazards or damage.
3. Operates riding lawn mowers, push mowers, and weed trimmers.
4. Performs related duties as required.

#### **Knowledge, Abilities and Skills**

- Ability to learn to operate assigned equipment in a safe and efficient manner.
- Ability to verbally communicate effectively.
- Ability to provide strong customer service to the public if required.
- Ability to work independently and in team environments.
- Willingness to attend training and learn new skills.
- Capable to meet the physical requirements of the position.
- Ability to work outdoors in a variety of weather conditions.

#### **Education and Experience**

This position requires the following minimum qualifications:

- Must possess a valid Class 5 Alberta driver's licence.

**Independence and Scope of Impact**

Decisions and problems are routine in nature. Guidance is readily available from a supervisor, manual, policy, or a well-developed protocol that is gained with experience. The work impacts the public and users of parks, sports fields and greenspaces and the condition of recreational facilities and parks contributes to the image of the community.

**Contacts**

Internal – Regular contacts are maintained with co-workers to share information regarding operations, schedules, and general work and repairs.

External – Regular contacts are maintained with the public, involving the exchange and interpretation of information with respect to facility and park use.

**Supervision Given**

No required.

**Working Conditions**

The work is performed predominately outdoors. The incumbent is required to regularly lift objects up to 5 kgs and occasionally over 10kgs. The nature of the work exposes the incumbent to dust, dirt, sun, wind, rain and noise on a semi-regular basis; personal protective equipment must be worn at times. The work involves regular exposure to all weather conditions.