

## JOB DESCRIPTION & QUALIFICATION SPECIFICATIONS

POSITION:	Summer Student – Community Centre, Parks & Facilities
REPORTS TO:	Manager of Community Centre, Parks & Facilities Operations Lead Hand – Parks, Recreation & Facilities
EFFECTIVE DATE:	January 2025

### Position Summary:

Under the general direction of the Manager of Community Centre, Parks & Facilities/ Lead Hand of Parks, Recreation & Facilities the employee is required to work in the field and perform a wide variety of duties and tasks as assigned.

### Position Qualifications:

- Related post-secondary education is preferred.
- Valid Class “G” driver’s license with a clean drivers abstract.
- Must provide own CSA approved safety footwear.
- Good public relations skills and the ability to communicate effectively with the public, co-workers, suppliers, outside agencies, and user groups.
- Possesses the ability to problem solve and resolve conflicts.
- The ability to follow direction, take initiative and exercise judgement to ensure the effective completion of assigned tasks.
- Mechanical aptitude and/or experience in lawn maintenance and the operation of lawn equipment would be considered an asset.

### Specific Duties:

- Park maintenance, upkeep and garbage clean up (including Municipal garbage cans, streets, and all Municipal parks).
- Watering of hanging baskets throughout the Township. Flowerbed maintenance includes removing debris and weeds from soil, flower planting, weeding, and deadheading.
- Custodial duties at facilities (includes cleaning & sanitization of washrooms, wiping down tables, sweeping, mopping, and painting, etc.).
- Maintenance and daily checks of Splash Pad.

- Maintenance, cleaning, and member registration of Fitness Centre & Studio Space.
- Dragging and lining of ball diamonds.
- Assist in community special events (includes set-up and take down of equipment as well as working at the events).
- Assist in the preparation and clean-up of events rented in all municipal parks and facilities.
- Complete any other duties that may be assigned from time to time by the Manager/Lead Hand.
- Some tasks will have exposure to moderate levels of noise, dirt, dust, and hazardous substances.
- Shall work flexible hours to meet the needs of the municipality. This may include weekends, evenings, and special events.
- Ensure compliance with the Ontario Health & Safety Act and all Township approved policies and procedures.
- Wear appropriate personal protective equipment when required.

### **Skills:**

- Ability to work indoors, outdoors and in variable weather conditions.
- Ability to take initiative, prioritize tasks, and work under deadlines.
- Ability to work in a team environment and work independently.
- Ability to be able to operate certain types of equipment (ie. riding lawn mower, weed trimmer, push lawn mower, leaf blower, small hand tools, hedge trimmer, wheelbarrow, shovel, rake, etc.).
- Ability to be able to carry, lift, push, and/or pull light, moderate, and heavy amounts of weight.
- Ability able to maintain cordial work relationships with staff, other departments, and the public.
- Ability to be a focused listener in situations where full mental attention is required.
- Ability to be able to stand or sit for prolonged periods of time.
- Ability to be able to occasionally stoop, bend, twist, crouch and reach in certain situations.

### **Communications/Representation:**

- Make recommendations to the Manager/Lead Hand with regards to repairs and maintenance.
- Promote good public relations and give the Township of Asphodel-Norwood a positive public image through its parks and recreational services.
- Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Proven ability to communicate effectively as a front-line customer service representative within the municipal organizational structure and with the clientele and user groups of the municipality.
- Ensure positive interactions with co-workers for the purpose of obtaining and sharing information to complete work assignments.
- Ensure positive interactions with the public to provide information, ensuring polite and tactful relations at all times.

The above descriptions reflect the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position.

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Employee Approval  
Name:

\_\_\_\_\_  
Approval Date

\_\_\_\_\_  
Manager  
Name:

\_\_\_\_\_  
Approval Date