



The Corporation of the Township of Emo

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TOWNSHIP OF EMO PUBLIC WORKS PARKS STUDENT GENERAL LABOURERS JOB PROFILE

Nature of Work

The Parks Summer Students perform various duties related to the Parks Department. Work must be executed with exceptional attention to detail, minimal supervision and a high level of professionalism.

Controls Over the Work

Under the direct supervision of the Manager of Parks, Greenspaces and Naturalized Areas, the Parks Summer Students perform a variety of duties in order to maintain and enhance the Town's assets.

Particulars of Position

- The regular working hours would range from 7:00 a.m. to 3:30 p.m., Monday to Friday, With the possibility of the occasional Saturday
- The position would have an hourly rate as described in the current Student Wage Appendix

Required Qualifications

- Must possess and maintain a valid Class "G2" driver's licence at the minimum
- Must be able to perform job related duties which including lifting, carrying, pushing and pulling heavy objects
- Able to perform constant standing, walking, bending and crawling
- Experience operating all types of hand and power tools and motorized equipment, such as lawnmowers, power trimmers, etc. is an asset
- Must enjoy working outdoors in all weather
- Some positions may require weekend work
- Must demonstrate the ability to work without supervision

- Must be professional in dealing with the public
- Must be observant and attentive to detail
- Must be self-motivated and reliable
- Must be able to understand and adhere to the Occupational Health and Safety Act and Town Health and Safety policies and procedures.

Duties of the Various Positions

The work required for the following positions will include but not be limited to the essential duties for each position listed below:

- **Waterer**

- Watering of hanging baskets and planters
- Monitoring/assessment and maintenance of planters and hanging baskets

- **Horticultural Assistance**

- Assistance in tree/brush trimming,
- Assistance in the construction and maintenance of flower beds and landscaping initiatives
- Gardening tasks including but not limited to watering, weeding, planting, pruning, deadheading, fertilizing and mulching

- **Parks Labour**

- Assistance in general parks and town owned property maintenance including maintaining gardens, walkways and buildings
- Cutting trees, weeds and grass from roadsides, ditches and parks
- Sporting facility and turf maintenance including ball diamond maintenance
- Garbage collection including refuse, road kill and illegally dumped material pickup
- Special events assistance and cleanup including moving picnic tables, delivery and pickup of barricades and garbage containers
- Painting parks equipment and facilities including bleachers, buildings, etc.
- Building maintenance including cleaning, painting and exterior cleanup
- Cleaning bathrooms at the Park as well as the Sports field and Arena as needed
- Perform other duties as may be assigned