



The Corporation of the Township of Drummond/North Elmsley

JOB DESCRIPTION

POSITION TITLE: Parks and Recreation Summer Students

POSITION PURPOSE:

To assist the Public Work's Department in Parks and Recreation. The Parks and Recreation students will assist in maintenance of the Township parks. This will include cutting/trimming grass, litter pick-up, emptying waste receptacles, painting/staining, dock maintenance and nature trail maintenance and other duties as assigned. The students may also assist the Public Works Department with roads maintenance and at the landfill site.

REPORTING RESPONSIBILITIES:

The Summer Student will report to the Public Works Manager (or substitute).

KNOWLEDGE, SKILL AND JOB REQUIREMENTS:

- Currently be enrolled in an Ontario Secondary School, College or University
- Be at least 18 years of age
- A resident of Ontario and eligible to work in Canada
- Valid "G" drivers license
- Ability to lift 50 pounds
- Ability to stand for long periods of time (traffic control person)
- Be willing to work outside in all weather conditions
- Ability to operate a string trimmer for trimming grass
- Must have CSA approved work boots

JUDGEMENT REQUIREMENTS:

Judgments for the position are as follows:

- Demonstrated sound judgment to determine if decisions regarding the operations of the Township's Public Works Department are consistent with best practices, Ministry standards and the Township's policies and procedures.

WORKING ENVIRONMENT:

The working conditions for the Parks and Recreation Summer Student are:

- Strict adherence to policies and procedures
- Work is performed both inside and outside
- Required to work 40 hours per week (7:00 a.m. to 3:30 p.m.)
- Subjected to hazardous chemicals.
- Work is performed in noisy and dirty conditions.

SALARY RANGE: (2025 salary grid)

\$17.20

TOWNSHIP OF DRUMMOND/NORTH ELMSLEY Job Description	<i>Job Title:</i> Parks and Recreation Summer Student	<i>Revision Date:</i> March 2025
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