



Job Title	Manager's Job Title	Department
Summer Student - Parks	Manager of Parks and Recreation	Parks and Recreation

Summer Student - Parks

Reports To

Manager of Parks and Recreation

Position Summary

Under the direction of the Manager of Parks and Recreation performs tasks related to the operation and maintenance of parks and green spaces. This includes maintenance in parks, playgrounds, sports fields, flower beds, trees, and buildings. This is a direct, hands-on in-scope position which is included in the Collective Bargaining Unit CUPE Local 3003. The position is not subject to annual layoff and recall notices.

Competencies

- Accountability - Takes ownership of personal workload.
- Communication - Expresses and transmits information with consistency and clarity.
- Conflict Management - Foresees potential conflict and takes preventative steps. Handles conflict when it arises; assisting with resolution or determining solutions.
- Decision Making - Makes concrete, well-informed and thought-out decisions that support the overall organization. Has the ability to make quick, effective decisions even when data and details are limited.

Job Duties

- Adhere to established safe working procedures and wear the proper safety equipment at all times.
- Perform tasks related to parks, green space and sports field maintenance, including: grass mowing, weeding, watering, string trimming, fertilizing, pruning etc.
- Assist senior staff with repairs to irrigation systems.
- Perform minor building maintenance and associated janitorial duties.
- Perform tasks related to the basic care and maintenance of vehicles and equipment.
- Operation of equipment including trucks, riding mowers, push mowers, string trimmers and chainsaws.
- Ensure the use of safe and proper working practices and proper care of tools, equipment and buildings.



- Ensure high standards of workmanship and efficiency.
- Adhere to Town policies and standards for cost control, waste reduction, quality, and safety.
- Assist with job site administration duties, such as timesheet completion, and any daily logs that need to be maintained.
- Maintain a clean working area free from dirt and debris between tasks and at the end of the day.

Job Requirements

- Must possess and maintain a valid driver's license.
- Knowledge of operation and use of small motorized equipment.
- Knowledge of parks maintenance.
- Ability to effectively communicate both verbally and in writing.
- Ability to work under supervision and to work independently; to follow oral and written instructions; and to meet and deal tactfully with the public.

Preferred Courses and Certifications

- First Aid and CPR
- WHMIS 2015
- Power Mobile Equipment

Work Conditions

- Extended periods of standing, and other physically demanding conditions.
- Hazards associated with conducting work outdoors.
- High noise levels
- Lifting, moving, or manipulating heavy objects
- Operation and use of necessary tools, machinery, or equipment.
- Regular exposure to conditions including heat, cold, humidity, and dust
- Repetitive work
- Use of required personal protective equipment.
- May be required to work varying hours including weekends and holidays.
- Expected employment is from May 1st to August 31st.

Rate of Pay

- \$19.18 per Hour (CUPE 2026)

Posting Closing Date:

- Internal/External March 12, 2026