

**MUNICIPALITY OF CROWSNEST PASS**

**JOB DESCRIPTION**

**SUMMER EMPLOYEE**

POSITION TITLE:	SUMMER EMPLOYEE
REPORTS TO:	COMMUNITY SERVICES FOREMAN
REVISION DATE:	JUNE 2003

**POSITION SUMMARY**

The Summer Employee is responsible for providing “hands on” assistance in the turf maintenance requirements within and around all parks/playgrounds, sportsfields, open green spaces, and cemeteries that are the property of the Municipality of Crowsnest Pass, and/or are the responsibility of the Community Services Department. The Summer Employee will assist in maintenance of playground equipment, benches, provide garbage patrol and paint equipment and structures as required.

This Summer Parks Employee is a Non-Union position, and shall not be hired to replace or fill any fulltime/seasonal Recreation Facility staff vacancies.

**Job Requirement**

1. Assist in performing maintenance functions associated with the Community Services Department including, but not limited to:
  - a. Assist in maintaining municipally owned parks and sportsfield facilities under the jurisdiction of the Community Services Department to the standards outlined in the Community Services Operational Procedures Manual including, but not limited to:
    - Various municipal parks/playgrounds
    - Soccer fields and ball diamonds, including specific facilities outlined in the Joint Use Agreement between the Municipality of Crowsnest Pass and the Livingstone Range School Division.
    - Various municipally owned open green spaces throughout the Municipality of Crowsnest Pass.
  - b. Operate and maintain all turf maintenance equipment in a safe and proper working order including, but not limited to:

Weed Whippers                      Push Mowers                      Parks Trucks
  - c. Report any/all concerns regarding turf maintenance equipment operations to the Department Foreman.
  - d. Refer any concerns/complaints regarding parks and sportsfield maintenance to the Department Foreman.
  - e. Assist in maintaining all work and storage spaces in a clean and organized manner.
  - f. Assist with any necessary minor facility maintenance as required.

**Job Requirements – cont'd**

- g. Document and maintain records on all maintenance duties completed on a daily basis.
  - h. Ensure that safe work procedures are adhered to on the job site.
  - i. Document any/all incidents and accidents that have occurred the operating day, and report immediately to the Department Foreman.
  - j. Assist in the completion of other duties that maybe assigned from time to time by the Department Foreman.
2. Shall comply with the comprehensive equipment preventative maintenance program as outlined by the Community Services Foreman.
  3. The Summer Employee shall display an ability to follow instructions from his/her supervisor.
  4. Shall ensure the use of safe and proper working practices and proper care of tools, vehicles, and equipment.
  5. Ensure that all Safety Standards as described within the Occupational Health and Safety Manual and pursuant regulations are adhered to including the use of protective equipment and clothing.
  6. Operates equipment as directed.
  7. Perform related duties as assigned by the Community Services Foreman.

**Job Qualification Requirements**

1. Display general knowledge and ability in the following areas:
  - a. General knowledge of turf maintenance practices.
  - b. Ability to operate turf maintenance equipment.
2. Presently enrolled in a secondary/post secondary education institute with the intent of returning to the educational institute at the conclusion of the employment period. Previous turf maintenance work experience would be an asset.
3. Possession of a valid Class 5 Drivers License.
4. A valid First Aid Certificate would be an asset.

**Personal Attributes**

1. The Summer Employee shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness.
2. The Summer Employee shall be able to work as a member of a team and must get along well with others, including those of different cultural, gender and nationalities.
3. The Summer Employee shall possess good inter-personal skills and shall demonstrate acceptable public relations skills in dealing with the public.
4. The Summer Employee must often work alone to work with a minimum of supervision. He/she shall demonstrate decision-making skills.