



TOWNSHIP OF MADOC

POSITION DESCRIPTION

1. Position Title

Recreation/ Facilities Department Summer Student

2. Reporting Relationship

Reports directly to the Facilities Manager

3. Positions Supervised: None

4. Scope of Position

Under the supervision of the Facilities Manager the employee will assist with a variety of maintenance and repairs to lands, buildings, parks, cemeteries and other municipal infrastructure and property relating to Recreation/Facilities Department Operations, as determined by established practices and policies of the Township and the statutes of Ontario.

5. Responsibilities

- 5.1 Carries out work assignments using a variety of hand and power tools such as shovels, rakes, water pumps, weed eaters and lawn mowers.
- 5.2 Help clean and maintain recreation hall facilities, including but not limited to sweeping and mopping floors, wiping down tables and chairs, moving tables and chairs, cleaning bathrooms, kitchen, and offices.
- 5.3 Help maintain cemetery grounds, this may involve cleaning headstones, ball fields and township property, includes but not limited to grass cutting, weeding, weed eating and general clean up
- 5.4 Refers unusual situations to the attention of the Facilities Manager including unsafe working conditions, safety concerns and other public safety issues so that appropriate action can be taken.
- 5.5 Assists in all aspects of the day-to-day general operations of the Facilities/ Recreation Department, working with other municipal employees doing general labor on various construction and maintenance projects.
- 5.6 Willingly carries out other job-related duties, as assigned.

6. Health & Safety Responsibilities

- 6.1 Be familiar with and work in compliance with the provisions of the Occupational Health and Safety Act (OHSA) and Regulations, and the Township's Health and Safety Policies and Procedures.
- 6.2 Take every possible precaution to protect themselves and co-workers from health and safety hazards and unsafe situations. Work in a safe manner with protective devices,

measures and procedures, as required by the OHSA and Regulations, and the Township's Health and Safety Policies and Procedures.

- 6.3 Ensure work is being carried out with sound judgment and in a safe manner and report unsafe acts, conditions, workplace accidents/incidents, occupational injury or illness, contravention of the Act or regulations, or any hazards they are aware of, to the Facilities Manager

8. Working Relationship

Contacts within the work unit are primarily with the Facility Manager and co-workers.

8.1 With the Facilities Manager

Receives direction and guidance.

8.2 With Co-workers

Communication for the purpose of sharing information to complete work assignments

8.3 With Public

Provide information while ensuring polite and tactful relations.

9. Required Knowledge, Skill and Equipment

- 9.1 Valid Class G current driver's license would be an asset, clean driving record acceptable to the Township's insurance carrier.
- 9.2 Must be able to read, write and respond to both verbal and written English communications; keep accurate records.
- 9.3 Maintain good physical condition to operate most equipment and perform labor intensive activities, as required.
- 9.4 Must have CSA approved work boots, on at all times and long pants for safety. Reflective t-shirts will be provided and must be worn at all times during working hours.
- 9.5 Must be able to work independently and make safe and practical decisions while completing all tasks

10. Physical Skill and Effort

Good physical condition to operate most equipment and perform laborious activities as required. Strength and mobility to work in a typical field or recreation maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including driving, sitting, standing, lifting, twisting and walking in various environmental conditions depending upon the task being performed; strength to lift and maneuver materials and equipment weighing up to 50 pounds unassisted; vision to read printed materials; and hearing and speech to communicate in person, over a radio or telephone.

11. Working Conditions

Work is typically conducted in an outside environment with exposure to variable weather conditions, sometimes within extreme weather conditions. Work is completed with the requirement to adjust to changing demands during the course of a working day; while maintaining a pleasant, professional and positive demeanor.

12. Hours / Length of Work

Monday to Thursday, 7:30 am to 4:00 pm for 7 weeks. All hours must be completed between July 2, 2024 and August 30, 2024.