

SUMMER PARKS STUDENT

DUTIES & RESPONSIBILITIES

1. Maintains effective and co-operative liaison with the Manager of Parks, Recreation & Facilities and the Facility Operator Lead Hand, and deals with all contacts in a courteous, friendly and efficient manner to promote a high standard of customer service and public relations at all times.
2. Responsible for the opening and closing of Parks buildings/facilities; arming and disarming the security system; performing building security and alarm checks, visual inspections of building interior and exterior for health and safety concerns/hazards; recording findings and actions in daily log book.
3. Responsible for maintaining building facilities, including but not limited to, lobby floors, glass, walls, washrooms, stands, pop machine, supply rooms, furnace rooms, compressor forms, boards, time clocks, time box, players benches, nets, lunchroom facilities, stairs.
4. Assists with inspection and minor maintenance of interior and exterior Parks buildings/facilities, including but not limited to, painting, furnace maintenance, plumbing, light fixture maintenance, alarm systems, exit hardware, garbage clean-up, grounds maintenance and clean-up etc.
5. Completes documents and reports as assigned; recording and documentation of maintenance issues to Manager or Lead Hand; input computer data; create and maintain tracking forms.
6. Assists with sports field maintenance, such as ball diamonds, tennis courts, and soccer fields, coordinate the cleaning of public change rooms/bathrooms within park facilities.
7. Performs beach and shoreline maintenance as and when required; install, remove and maintain dock-installs and maintain the boar launch and dock.
8. Assists with horticultural work, grass cutting and turf maintenance including tree maintenance and removal as necessary.
9. Other duties as assigned, including assisting other service areas when required.

QUALIFICATIONS

- Valid G2 Driver's License
- Returning to school in the fall
- Standard First Aid & CPR or Basic First Aid

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