

Position Description:

## Seasonal Operations Assistant



<b>Position Title:</b>	Seasonal Operations Assistant										
<b>Classification:</b>	Non-Union Classification										
<b>Line of Service:</b>	Operations (All LOS)			<b>Reports To:</b>	Manager of Operations						
<b>Perm:</b>		<b>Temp:</b>	X	<b>FT:</b>	X	<b>PT:</b>		<b>Union:</b>		<b>Wage:</b>	<b>\$18.72 per hour</b> (\$18.00 + 4% in lieu of benefits)

### General Accountabilities

Under the supervision of the Manager of Operations, the Seasonal Assistant supports the maintenance of parks, green spaces, and other municipal assets. Primary duties focus on vegetation management and beautification, with additional tasks related to general upkeep of Town property and infrastructure.

Please note that this is a **temporary full-time position** ending on or before September 12, 2026.

### Primary Responsibilities (Essential Functions)

- Perform regular lawn care, mowing, trimming, and weeding in parks and along roadways.
- Water trees, flowers, and landscaped areas.
- Clean and maintain public parks, playgrounds, and open spaces.
- Conduct minor repairs and painting of park infrastructure (e.g., benches, signs, fences).
- Assist with general upkeep of Town buildings, equipment, and facilities.
- Support full-time Operations staff during peak operational periods.

### Secondary Responsibilities (Support Functions)

- Assist with special event setup and takedown (e.g., barricades, signage, garbage bins).
- Clean and organize public works equipment and storage areas.
- Help maintain cleanliness of sidewalks, curbs, and pathways (e.g., sweeping, weed removal).
- Report observed hazards, vandalism, or safety concerns in public spaces.
- Wash and fuel municipal vehicles and small equipment as directed.
- Perform basic inventory checks on tools, safety supplies, and park materials.
- Provide support during waste/recycling clean-up days or minor roadside litter pickups.
- Assist with painting of curbs, bollards, or line-markings under supervision.
- Distribute public notices or materials to properties, as required.
- Support internal projects such as sign repairs, fence maintenance, or playground inspections.

## Qualifications and Experience

- High School Diploma preferred.
- Ability to work safely outdoors in varying weather conditions.
- Familiarity with lawn care equipment and hand tools (training provided).
- Ability to follow instructions, work independently, and complete tasks efficiently.
- Class 5 Driver's License considered an asset.
- Previous experience in landscaping, groundskeeping, or maintenance is an asset but not required.

<b>Approved By:</b>	Chief Administration Officer
<b>Date Approved:</b>	June 9, 2025

“Original Signed”

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**Chief Administrative Officer**