

## **Operations Assistant** (Seasonal)

# TOWN OF IRRICANA



### **The Opportunity:**

The Town of Irricana is hiring two **Seasonal Operations Assistants** to support outdoor operations during the summer months. These positions play a key role in helping maintain the appearance, safety, and functionality of municipal parks, greenspaces, and public infrastructure.

Working under the supervision of the Manager of Operations, the successful candidates will assist with a wide range of outdoor tasks focused on vegetation control, parks beautification, and light maintenance.

This is a great opportunity for individuals who enjoy physical outdoor work and want to contribute to the care of community assets in a small-town environment.

Primary responsibilities\* include:

- Lawn care, mowing, trimming, and weeding in parks and along roadways
- Watering of trees, flowers, and landscaped areas
- Cleaning and general upkeep of parks, playgrounds, and open spaces
- Minor repairs and painting of park infrastructure (e.g., benches, signs, fences)
- Assistance with general maintenance of Town buildings and equipment
- Support for full-time Operations staff during peak periods

*\*Please see the complete job description for full details*

### **The Environment, Wages, and Benefits:**

The Town offers a relaxed, professional work environment where teamwork is paramount and work-life balance is the goal. It's the perfect place for a skilled individual to have autonomy over their work as we collectively deliver great public service for our community.

This full-time, temporary position includes:

- 35 Hours Per Work (Monday to Friday)
- \$18.72 per hour (\$18.00 + 4% in lieu of benefits)

The anticipated term of employment is *June 15, 2026, to September 12, 2026*, subject to availability and operational needs.

*This is a Non-Unionized Position which falls outside of the Collective Agreement*

### **The Right Candidate:**

- High School Diploma (*preferred*)
- Physically capable of working outdoors in variable weather
- Comfortable using lawn care equipment and hand tools (training provided)
- Able to work independently, follow instructions, and stay on task
- Class 5 Driver's License considered an asset
- Experience in landscaping, groundskeeping, or light maintenance

### **Not a Perfect Fit? That's OK!**

**We're seeking a great teammate with a fantastic attitude and willingness to learn.**

Even if you don't meet all of the qualifications, we strongly encourage you to apply by submitting a resume and cover letter (MS Word or PDF) to [HR@Irricana.com](mailto:HR@Irricana.com) by **4:00pm on May 29, 2026**.