

**Heartland Forest Nature Experience
Job Description**

Park Maintenance Summer Internship

Reports To: Community Engagement Director
Hours: 35 Hours per week (minimum of 540 Hours)
Start Date: Monday, May 4th, 2020
End Date: Friday, August 28th, 2020

Summary:

The Park Maintenance Summer Intern is responsible for performing general maintenance duties, assisting with construction projects, cleaning the grounds and buildings, operating small grass cutting equipment and assisting with special functions.

Responsibilities:

All essential job responsibilities will be executed in accordance with Heartland Forest's Administrative policies.

Recreation Maintenance:

- Grass cutting, weed elimination, invasive removal
- Plant gardens/flowers, general gardening maintenance, etc.
- Empty receptacles (inside and outside of facilities)
- Assist with maintenance of interior and exterior facilities including painting, light fixture maintenance, equipment maintenance, grounds maintenance, etc.
- Operate light vehicles, tractors, small grass cutting/hedge trimming machinery
- Move supplies, picnic tables and equipment as directed
- Clean washrooms and other public use areas
- Assist with setup, tear-down and the operation of special events and functions
- Setting up seasonal operations as directed (i.e. clearing trails, cleaning equipment, trail and park signage, etc.)

Competencies:

- Ability to plan and organize
- Ability to work effectively within a diverse team environment
- Ability to adapt to the daily challenges associated with a busy work environment
- Ability to work in a variety of weather conditions
- Capable of lifting equipment, tables and a variety of heavy objects
- Familiar with use of maintenance equipment, power and hand tools
- Understanding of routine maintenance

Education, Experience, Licenses and Certificates:

- Valid "G" Class Drivers license
- Clear Police Records Check
- Experience with groundskeeping required
- First Aid and CPR certification required

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Safety:

- Supports the corporate Occupational Health & Safety initiatives by incorporating safe work practices into daily work routine
- Reports any unsafe conditions or observed unsafe work practices to Health and Safety Representatives and/or supervisor

Work Conditions:

- Required to work outdoors, in a variety of weather conditions and able to walk distances over uneven terrain
- Physical labor involved

Note: This job profile indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties, which may be assigned from time to time.