

## City of Pembroke

### **Pollution Control Centre General Maintenance (Student) Job Summary**

Operations Department

Reporting to the Pollution Control Supervisor

Rate of Pay - Ontario Minimum Wage

#### **Education, Skills, Abilities:**

1. Sixteen (16) years of age;
2. To project a suitable public relations image to the general public with the best interests of the City first and foremost;
3. Possess a good general knowledge of City streets, parks and facilities;
4. Capable of taking instruction and working in a team environment while carrying out a high level of maintenance under minimum supervision;
5. Proficient in the use of maintenance tools and operation of lawn mowers, leaf blowers, trimmers, pickup truck and ATV.

#### **Responsibility:**

Under the direction of the Pollution Control Supervisor, you will efficiently assist the regular full time staff to maintain the Pollution Control Centre.

#### **Duties**

1. Maintenance of grounds; grass cutting, garbage pickup, garbage bags changed, flower beds and supplies re-stocked;
2. Scraping and painting;
3. To operate as directed: trucks, lawnmowers and other tools and small equipment;
4. Manual labor;
5. Assist the other City Employees in the daily maintenance and operations as required.

#### **Hours of Work:**

Forty hours (40) hours per week, Monday - Friday 7:30 AM to 3:30 PM, with the understanding evenings and/or weekends may be involved during special events or peak periods.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

As a condition of employment, candidates must maintain a valid Ontario driver's licence in good standing and will also be required to sign a Confidentiality Agreement. Candidate must supply their own personal CSA approved steel-toed work boots and work clothes.