

	Public Works Summer Student Job Description	Department	Public Works
		Date Approved	April 1, 2025
		Revised	

REPORTS TO: Public Works Foreman

REPORTS: None

Primary Duties:

1. Performs a variety of manual labour tasks related to the maintenance and operation of parks, landscaped areas and municipal facilities.
2. Assists in planting of flowers and trees, trimming grass and trees, tilling, weeding and watering flower beds, mowing grass, landscaping, and painting as assigned.
3. Assists in maintenance projects of municipal facilities and equipment as assigned.
4. Performs daily walk-arounds for safety and maintenance checks for equipment, vehicles, and sites.
5. Carries out all duties in a safe manner.
6. Participates in all safety training, orientations, meetings and ongoing training.
7. Complies with all policies and procedures set by the Council of the Village.
8. Performs any other duties that may be assigned from time to time.

Experience & Qualifications

- Must be currently enrolled in and attending school in the fall of 2025, Grade 10 completion preferred;
- Must have a valid Class 5 Saskatchewan driver’s license with a clean driver’s abstract;
- Must be physically fit and able to work unsupervised and outdoors in varying conditions.

Accountability/Responsibility

- Incumbents will report directly to the Public Works Foreman.
- Tact and discretion are required to deal with or settle requests, complaints or clarification of information.

Unique Position Requirements

- Operates and maintains motorized equipment including trucks and mowers.
- Work schedule may require evening and/or weekend work.
- Work will be primarily done outdoors.

Incumbent

Date

Chief Administrative Officer