



Position Title: Parks and Recreation/Public Works Labourers (up to 5)
Reports to: Public Works & Recreation Supervisors
Category: Full Time Summer Student Employment (May-August 2025)
Hourly Wage: \$19.78 (plus 4% in lieu of vacation)
Updated: February 2025

Position Summary:

These positions are responsible for assisting with various duties that pertain to municipal properties, groundskeeping, sport field maintenance, road maintenance and construction projects etc. within the Township of Stone Mills.

Minimum Qualifications:

- Must be enrolled in full-time post-secondary studies for the following school year with proof of enrollment;
- Ability to work in a fast-paced environment;
- Knowledge and sound understanding of the importance of workplace Health & Safety;
- Previous experience with lawn maintenance, groundskeeping and power equipment;
- Ability to work independently with limited supervision and as part of a team;
- Must be available to work flexible hours;
- A minimum Class G2 License.

Specific Skills, Abilities and Knowledge:

- Ability to operate pick-up trucks;
- Ability to operate lawn mowers, string mowers, handheld tools and various other small mechanical equipment;
- Organizational and prioritization skills;
- Collaborative, team player;
- Ability to complete assigned tasks with little supervision;
- Ability to work effectively with Lead Hand and co-workers;
- Ability to take direction, orally and in writing
- Judgment required to ensure safe and effective work in a variety of conditions;
- Excellent oral and written communication skills with the ability to deal with the public, staff and outside groups and agencies.

Key Responsibilities and Duties:

- General shop maintenance/cleaning;
- Maintenance and minor repair of equipment (oil change, grease, light bulbs, etc.);
- Ensure parks, open spaces, and outdoor amenities are safe, clean, and accessible;
- Responsible for turf maintenance, trimming and cutting grass etc.;
- Maintain sports fields; ball diamonds, soccer fields, parks etc.;
- Clean and maintain park furniture;
- Pick-up litter;
- Empty garbage/recycle bins;
- Cleaning Township buildings and assist with general laborer duties;
- Assisting in the set up for events and programs;
- Other duties as assigned.

Work Conditions

- Physical ability to climb and walk-in rough conditions;
- Physically fit, with the ability to lift and work in outdoor settings;
- Outdoor work in all weather conditions;
- Require travel between municipal facilities.

Working Relationships

Internal

- Daily interaction with Lead Hands, Managers and staff across all departments.

External

- Members of the public;
- Community groups and program participants.

All candidates must:

- Be legally entitled to work in Canada;
- Provide a satisfactory Criminal Record Check (CPIC);
- Possess and maintain a minimum valid Class 'G2' driver's license and have access to reliable transportation.

Other Requirements

- Must provide and wear CSA approved protective footwear;
- Dress code: Clothing must be appropriate for work being completed (pants, t-shirt);
- PPE: personal protective equipment and clothing will be used/worn. The Township will provide all required PPE.

Note: This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.