

## TERRACE BAY RECREATION/TOURISM DEPARTMENT

### SUMMER MAINTENANCE/PARKS ASSISTANT

#### JOB DESCRIPTION

The Summer Maintenance Assistant will be responsible for the following duties:

- ◆ Under the supervision of the Maintenance Supervisor, the Maintenance Assistant is expected to work with other employees to keep all recreation facilities and buildings in a clean and safe condition.
- ◆ This position requires janitorial duties within the complex, as well as working outdoors in the playgrounds, parks, pool, tennis courts, ballfield, beach, marina and Township of Terrace Bay's outdoor attractions during the summer.
- ◆ Assistant must be able to operate necessary equipment – lawn mowers, cleaning equipment, etc.
- ◆ Plant trees in designated public places
- ◆ Weed and maintain flower beds throughout the Township
- ◆ Weed and maintain Downtown Simcoe Plaza Area.
- ◆ Assist in cutting grass throughout the Township
- ◆ Pick-up litter throughout the township when required
- ◆ Minor maintenance to park amenities
- ◆ Must possess a valid drivers license
- ◆ Rate of Pay – Minimum Wage
- ◆ Position is May to August – up to 40 hours per week. High School students are encouraged to apply as work hours are flexible (ie; evenings and weekends)
- ◆ Supervisor – Real Deschatelets, Maintenance Supervisor or designate

C:\jobdescriptions\summer maintenance assistant