



JOB DESCRIPTION

	<p>EMPLOYEE GROUP: <i>Non Union</i></p> <p>POSITION STATUS: <i>Summer Student</i></p> <p>Hours worked per week: <i>40</i></p>
<p>Position: <i>Summer Student, Maintenance</i></p> <p>Grade: <i>Student Rate – Non-Union Student 1</i></p> <p>Wage Rate: <i>\$14.00 / hr. (January 2020)</i></p>	<p>Department / Division: <i>Grandview Lodge, Corporate & Social Services</i></p> <p>Location: <i>Grandview Lodge, Dunnville</i></p>

PURPOSE OF POSITION:

Reporting to the Supervisor, Facility Operations, the incumbent will:

- Assist with various maintenance tasks to ensure the building and grounds are in good condition
- Perform routine activities to assist with resident and staff needs, as directed

EDUCATION & EXPERIENCE

- Must be enrolled in Community College or University and returning to school for the following term, on a full-time basis.

PLUS

- Previous work/life experience in a relevant building and/or grounds maintenance

Or equivalent to the above.

KNOWLEDGE & SKILLS REQUIRED:

- must be able to read and write in the English language
- proven ability to follow direction
- proven ability to work independently
- proven interpersonal skills to interact with Residents, team members and members of the public
- some knowledge of horticulture / landscaping

NOTE: The County will provide certification training in the transportation of dangerous goods, WHMIS and other safety training relative to the work performed.

Computer Expertise:

- Level 1 - The incumbent must possess basic computer skills scored at 50% or higher to ensure their familiarity with computer / printer / mouse / Internet / email.

Machines Operated:

- Landscaping tools (Push mower, weed-whipper, clippers, shovel, rake, etc.)
- General Maintenance Tools (hammer, screwdriver, etc.)

Accountabilities / Tasks

Include, but are not limited to, the following:

- Weed Whipping
- Lawn Maintenance (push mower)
- Light tree trimming (no chainsaw use)
- Covering gardens with mulch.
- Spring clean up of the yards
- Planting gardens
- Weeding gardens
- Watering plants (Inside and out)
- Painting
- Preventative Maintenance Program on outdoor furniture
- Assisting, in conjunction with permanent staff, with the Preventative Maintenance Program on basic equipment.
- Assisting with grocery duties
- Assisting with wall repairs and painting
- Assisting with weekly supplies inventory, ordering and stocking
- Assisting with resident needs, as directed (Hang pictures, hook up TVs, etc.)
- Completing miscellaneous work orders, as assigned

All Haldimand County employees are expected to:

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:

- a current (within the past 6 months) Police Check YES LE 220

AN EQUAL OPPORTUNITY EMPLOYER

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.