

Summer Student – Operations Department

Reports to: Director of Operations

Department: Operations

Classification: Union

Main Purpose & Function

Reporting to the Director of Operations and assigned work by the Parks Lead Hand, the Summer Student(s) (Operations), perform a variety of functions, and operate a wide range of equipment related to the general maintenance of Town property, facilities, and infrastructure.

Major Accountabilities

1. Operation and maintenance of Town equipment (I.e., light trucks, lawn mowers, weed eaters, compactors, and hand tools).
2. Clearing brush and removing rubbish from Town property, including Parks, roadways, ditches, and boulevards.
3. Cutting grass/lawns, weed eating, and weeding Town property, including Parks, ditches, medians, and boulevards.
4. Sweeping and cleaning sidewalks, streets, and boulevards.
5. General maintenance and cleaning of Town facilities (I.e., Civic Centre, Fall Fair Grounds, Riverside Park and/or other parks), including outhouses and washrooms.
6. Loading/unloading and moving supplies and equipment.
7. Assist Equipment Operators, Utility Operators, and Parks Personnel as required.
8. Provide information and assistance to the public.
9. Practice effective risk management, health and safety practices and procedures, observing and reporting work site hazards.
10. May be required to perform other related duties as required and participate in the Emergency Operations Centre as and when required.

Qualifications:

- Must be attending a recognized secondary or post-secondary educational institute, or equivalent, returning at the start of the next school year or semester.
- Valid Class 5 B.C. driver's license.

Other Requirements:

- Perform duties as assigned, including heavy manual labor for extended periods at various heights in all types of weather and environmental conditions.
- A safety-first attitude.
- Strong attention to detail.
- Able to receive and follow detailed instructions, both oral and written, with a positive attitude.
- Able to interact tactfully with supervisors, co-workers, and the public.
- Good problem solver and team player.
- Strong customer service skills.

Approved by:



Town of Smithers

Agreed to:

Employee Signoff

April 2, 2025

Date

Date