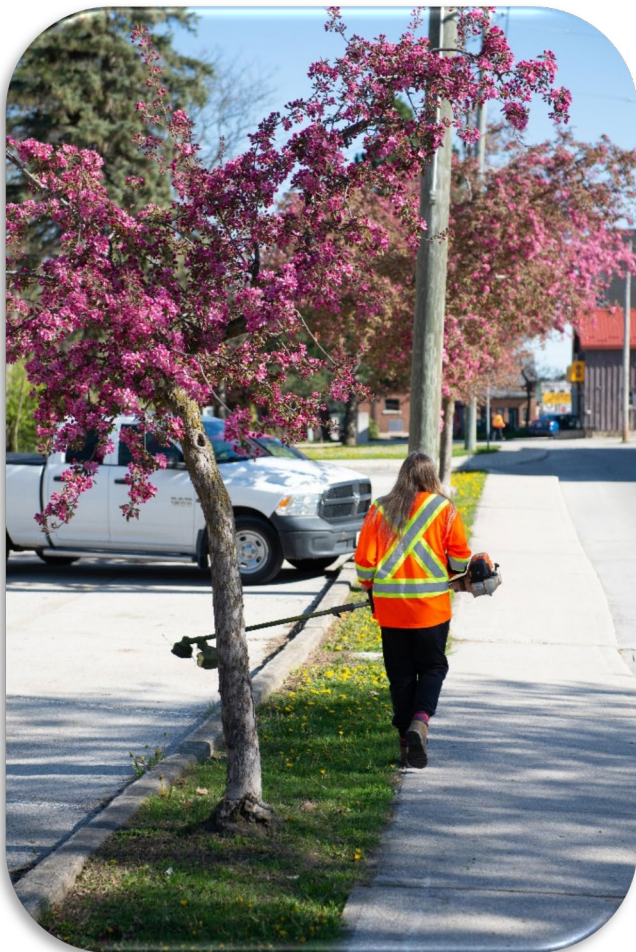




**Parks & Open Space Summer Students
May to September 2023
Job Posting# 2023-11
Closing Date: Open until filled**

The City of Owen Sound is seeking applicants for the role of Parks & Open Space Summer Students. Students will assist with operations and maintenance of the Parks and Open Space Division including but not limited to campground registration booth, campground maintenance, lawn and garden care, painting, cleaning, special events support and customer service duties. The successful candidate is responsible for ensuring all areas including our facilities, equipment, and apparatus within the Parks & Open Spaces Division are clean and safe to use, free of litter and debris.



Employee Group: Non-Union

Status: Student

Wage Range: \$15.50/hour

Hours of Work: 8 hours a day/40 hours a week including days, evening and weekend work.

Education Required: Ontario Secondary School Diploma or working towards.

Experience Required: Previous experience in customer service, custodial work and/or grounds maintenance are considered assets.

Requirements:

- Ability to work 40 hours per week for the full duration of assignment.
- Ability to work evenings, weekends and weekdays.
- Ability to work safely and in accordance with the Occupational Health & Safety Act.
- Excellent customer service skills.
- Able to complete outdoor duties for minimum 8 hours a day and lift up to 50 lbs.
- Previous experience in customer service and/or outdoor work.
- Experience with handling cash considered an asset;
- Ability to understand and execute detailed written and oral instructions;
- Ability to use Microsoft Office products including Outlook, Word and Excel
- The ability to learn to use online application based facility booking software in a timely manner with a high degree of accuracy;
- Experience conducting grounds maintenance activities; mowing, trimming etc. considered an asset.
- A G or G2 Driver's license is considered an asset
- Must be available to work the complete term from their hire date to September 3, 2023.

Please note the City is currently undergoing a Corporate-Wide Service Level Review, therefore potential reporting alignment or the duties and accountabilities are subject to modification.

To explore this opportunity further, we invite applicants to forward their resume and cover letter to:

Human Resources Manager
City of Owen Sound
E-mail: hrjobposting@owensound.ca

The City of Owen Sound is proud to be an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We will accommodate the needs of qualified applicants under the *Human Rights Code* and the *Accessibility for Ontarians Disabilities Act*, in all aspects of the hiring process, upon request. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and will only be used for candidate selection.