



Mississaugas of the New Credit Employment & Training
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Mississaugas of the New Credit First Nation (MNCFN)
Summer Student Job Description

Position Title: Grounds Maintenance Worker – two (2) positions

Position Purpose

To provide assistance to the Public Works Department

1. Accountability

The **Grounds Maintenance Worker** is overseen by the Director of Public Works and supervised by the Infrastructure Maintenance Worker (IMW).

2. Detailed Responsibilities and Expected Results

- Work for extended periods of time in various weather conditions (heat, cold, rain, high pollen)
 - perform repetitive work for extended periods of time (such as Weed Trimming, Painting, pulling weeds)
 - Ensuring work areas are kept clean and tidy, taking team approach to maintaining safe working environment
 - Ability to understand work tasks and complete with minimal to no supervision
 - Adhere to policies, procedures and complete necessary paperwork as required
 - Other duties as assigned.
- I. The efficient, responsible and accountable use of equipment resources entrusted for the delivery of services within boundaries of Band-owned Property**
- II. Assists to ensure all the routines required by Public Works are completed in accordance with organizational policies and procedures by:**
- Practicing, promoting and enforcing Health and Safety standards in all aspects of work;
 - Practicing and promoting an effective teamwork approach at all levels of the organization;
 - Providing open and comprehensive communications with all staff on a “need to know basis;” while still maintaining confidentiality.
- III. Other Duties**
- Performs other duties as assigned from time to time by the Director of Public Works or IMW

3. Qualifications

I. Education and Experience

- Currently enrolled in High School or post-secondary with an interest in Landscape Design, Outdoor Work



II. Knowledge

- Knowledge of the Public Works department and the relevant services pertaining to the assets of the First Nation

III. Skills/Abilities

- Knowledge of Grounds Keeping Tools Equipment and Machinery
- Strong commitment to Safe working spaces and around machinery/tools
- Adaptable, flexible work schedules
- Ability to properly lift heavy items (up to 50lbs)
- ability to work with minimal supervision
- ability to listen to instructions and take direction from supervisor
- mechanically inclined
- Ability to manage time efficiently
- Good communication skills – written and verbal
- Punctual
- Sound decision making skills
- ability to work outdoors, sometimes in adverse weather (pollen, rain, heat)

4. Assets

- First Aid CPR/AED is a definite asset
- Knowledge of the history, culture and /or language of the Mississaugas of New Credit First Nation is an asset.
- Availability for duration of summer

5. Mandatory Requirements

- Must meet age criteria: 15 – 30 years of age as of start date.
- Must be Mississaugas of the New Credit First Nation Band Member (funding requirement)
- Must be enrolled full time for 2016/2017 Academic year and returning to school full-time in September 2017

6. Compensation:

- Student set wage of \$12.00/ hour
- Start date: July 4, 2017 for 8 (up to 9 weeks, 37.5 hours per week)

7. Deadline:

- Completed Employment & Training Intake Package, with resume and cover letter(s) due to Employment & Training office by Friday June 16, 2017 4:30 pm