



Mississaugas of the Credit Employment & Training
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Mississaugas of the Credit First Nation
Summer Student Job Description

Position Title: **Grounds Maintenance Worker (1)**
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. 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 while still maintaining confidentiality.

III. Other Duties

- Performs other duties as assigned from time to time by the Director of Public Works or IMW
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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 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 Credit First Nation Band Member (funding requirement)
- Must be enrolled full time for 2018/2019 Academic year and returning to school full-time in September 2019

6. Compensation:

- Wage: To be determined pending funding (minimum \$14/hour)
- Start date: To be determined pending funding

7. Deadline:

8. Completed Employment & Training Intake Package, with resume and cover letter(s) due to **Employment & Training office by Friday June 7, 2019**