



Summer Operational Services Student Tay Township - Employment Opportunity

Student, Contract Position (On-Site) – Spring/Summer 2025

Tay Township, located on the sunset shores of Georgian Bay, is seeking driven individuals to join #TeamTay for the 2025 Summer Term (late April to August) as Summer Operational Services Students. Tay Township proudly offers students a hands-on learning environment based on variety, development, and mentorship.

Reporting to the Supervisor of Operational Services, the Summer Operational Services Student operates equipment/vehicles and performs functions in the construction and maintenance of the Township's roads, parks, and facility operations and capital works in compliance with applicable legislation and Township standards and common construction practices.

Qualifications

- Active enrollment in post-secondary education at an accredited educational institution.
- Experience in roads, parks, or related services is considered an asset; preference may be given to those with experience in a municipal or public sector environment, but public sector experience is not a requirement.
- Class 'G' or 'G2' driver's licence in good standing.
- Ability to exercise attention to detail and auditory, mental, and visual concentration and alertness to ensure the safety of others; ability to safely operate varying pieces of equipment and tools (e.g., zero-turn lawnmower, push mower etc.).
- Ability to work independently in a safe, effective, and efficient manner, with the ability to problem solve.
- Written and oral communication skills, and technical skills.
- Knowledge of equipment operation acquired through practical experience, and the Occupational Health and Safety Act and safety procedures.
- Must meet the requirements of a Competent Person as defined by the Occupational Health and Safety Act.

The pay rate for this Full-Time, Student Contract position is \$18.75 per hour with 80 hours per two-week pay period. This position is subject to variable days and hours of work.

Join #TeamTay today and help transform the way local government connects with the community it serves.

Interested applicants are encouraged to do the following:

1. Reference the complete position description including comprehensive qualifications available on the Tay Township website – www.tay.ca/jobs
2. Please submit (1) a cover letter and (2) a resume via email by **4:00 p.m., Friday, January 17, 2025,** to the attention of **Human Resources (HR@Tay.ca)**.

Application Notes:

- Please reference '**2025-005**' within the email subject line.
- Please indicate how you heard about this opportunity within your application.

We appreciate the interest of all applicants, however, only those candidates selected for consideration will be contacted. Only applications submitted through email communication will be accepted. All applicants must provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided.

Personal information collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act will only be used to determine eligibility for potential employment. Tay Township is an inclusive employer committed to providing a fully accessible recruitment process. Please contact us during the recruitment process and let us know what accessible support you may need.

Posted: 2024-12-17



**POSITION DESCRIPTION
TAY TOWNSHIP**

Position Title: Summer Operational Services Student	
Position Classification: Student	Pay Band: Student - 1
Department/Division: Operational Services	Reports to (Directly): Supervisor of Operational Services
Direct Reports: None	Indirect Reports: None
Revision Date(s): December 2024; January 2024; January 2022; February 2021; August 1993	Hours Per Week: 40

Position Summary:

Reporting to the Supervisor of Operational Services, or their designate, the Summer Operational Services Student operates equipment/vehicles and performs functions in the construction and maintenance of the Township's roads, parks, and facility operations and capital works in compliance with applicable legislation and Township standards and common construction practices.

Learning Objectives:

- ❑ Learn about safety protocols and regulations, ensuring tasks are performed in compliance with safety standards and Township policy and procedure.
- ❑ Gain hands-on experience in the maintenance of Township infrastructure, including roads, parks, and facilities.
- ❑ Learn how to safely operate and maintain equipment, such as lawnmowers, leaf blowers, trimmers, etc.
- ❑ Develop or enhance team collaboration skills, learning to work effectively as part of a team, communicating and collaborating with other employees

to complete tasks efficiently and safely.

Responsibilities:

1. Ensures compliance with the Occupational Health and Safety Act and other applicable legislation by following the Township's Health and Safety program, procedures, and best practices.
2. Performs general grounds maintenance within parks, facilities, boulevards, and park amenities that include (but not limited to) painting, clearing brush, cutting grass, raking, planting flowers, watering and weeding flower beds and planters, sweeping sidewalks, collecting garbage and debris, cleaning washrooms, and dragging baseball diamonds and beaches.
3. Operates a pickup truck, riding and push mower, trimmer, watering units, or other manual or powered equipment to maintain Township roads, parks, and facilities.
4. Completes pothole patching and roadside signage repair as assigned.
5. Assists with the patrolling and inspection of roads, parks, and facilities; records findings and reports to the Supervisor of Operational Services.
6. Conducts traffic control for construction sites and roadside operations in accordance with the Ontario Traffic Manual Book 7 including sign placement and flag person duties.
7. Cleans interior and exterior of Township vehicles and equipment.
8. Assists with the set-up/teardown and cleanup of special events, park functions, and programs.
9. Attends staff meetings and training to ensure understanding of organizational and program policies, emergency procedures, and their application.
10. Maintains accurate written and electronic records and logs.
11. Models the Township's values by learning, being comfortable with new ideas, and having the curiosity to seek innovation and the courage to seek change; explores new technologies/best practices to re-think administrative practices and identify initiatives that can deliver greater benefit for Tay community members.
12. Maintains a high degree of confidentiality and security of information; where information is developed before Staff/Public release, ensures the confidentiality of information produced.
13. Ensures compliance with the Occupational Health and Safety Act and other applicable legislation by following the Township's Health and Safety

program, procedures, and best practices.

14. Performs other related tasks and functions as assigned that are required or determined by the Township's requirements relative to the nature of the position. The responsibilities listed above are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Qualifications:

Education, Certifications, and Training

- ❑ Active enrollment in post-secondary education at an accredited educational institution.
- ❑ OSSD (Ontario Secondary School Diploma) or equivalent.
- ❑ Class 'G' or 'G2' Driver's Licence in good standing.
- ❑ Book 7 Traffic Control training is considered an asset.

Experience

- ❑ Experience in roads, parks, or related services is considered an asset; preference may be given to those with experience in a municipal or public sector environment, but public sector experience is not a requirement.

Knowledge

- ❑ Knowledge of equipment operation acquired through practical experience.
- ❑ Knowledge of the Occupational Health and Safety Act and safety procedures.

Skills and Competencies

- ❑ Ability to exercise attention to detail and auditory, mental, and visual concentration and alertness to ensure the safety of others; ability to safely operate varying pieces of equipment and tools (e.g., zero-turn lawnmower, push mower etc.).
- ❑ Must meet the requirements of a Competent Person as defined by the Occupational Health and Safety Act.
- ❑ Ability to use a computer to complete individual timekeeping for payroll and complete assigned health and safety training.
- ❑ Ability to work independently in a safe, effective, and efficient manner, with the ability to problem solve.

- ❑ Written and oral communication skills, and technical skills.
- ❑ Developed acumen, emotional intelligence, and interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, committees, community groups and organizations, and the public with the ability to exercise tact, diplomacy, and good judgement always.
- ❑ Demonstrated ability to relate to and/or appreciate all levels of stakeholders with multiple and sometimes competing priorities.
- ❑ Collaborative team player focused on practical, timely solutions; demonstrated team building and relationship management skills and a proven ability to work across departments and with stakeholders.
- ❑ Resolves conflicts without major disruption to workflows or interpersonal relationships.

Effort, Physical Demands and Working Conditions:

- ❑ Regular workweek – 80 hours per two-week pay period; position is subject to variable days and hours of work.
- ❑ Performance of duties normally takes place in outdoor environments and within municipal facilities; environments also include out-of-office events/meetings.
- ❑ Subject to inclement weather and extreme temperature variations; the working environment contains some risks or discomforts associated with the operation of heavy equipment which requires additional safety precautions; may be exposed to wet, cold and/or humid conditions, fumes, or airborne particles, and toxic or caustic chemicals; appropriate personal protective equipment (PPE) must be worn when working with or around hazardous chemicals and/or equipment.
- ❑ Required to wear/use various personal protective equipment (PPE) as assigned including, but not limited to: Canadian Standards Association (CSA) approved safety boots, cut-resistant pants/chaps, chemical resistant apron, gloves, respirator, safety eyewear, eye goggles, face shield, face masks, hearing protection, and hard hat. May be required to have limited facial hair to accommodate PPE.
- ❑ Position involves physical efforts for prolonged periods of driving/sitting, heavy lifting (up to 50lbs), pulling, pushing, climbing, reaching, operating maintenance equipment/tools, standing, walking, crouching, crawling, and working alone; computer/office equipment use is required for payroll timekeeping entry, health and safety training, and work order maintenance.

- Maintenance of functional physical condition required to conduct inspections, traverse work sites/environments, lift heavy objects and use tools and equipment that require a high degree of manual dexterity.
- Position involves attentive listening and both mental and visual concentration with close attention to detail, including reading, analyzing, writing, and providing information; must be able to follow instructions and listen when direction and instructions are provided.
- Problem-solving/decision-making efforts and responsibilities include a degree of analysis; decisions are to be made within the corporate mandate by following methods, guidelines, policies, or procedures; position requires confidentiality and discretion in many aspects of the work.

Employment Conditions:

- Satisfactory Criminal Record and Judicial Matters Check (CRJMC) provided via the Ontario Provincial Police.
- Satisfactory Driver's Abstract