



2020 Outdoor Maintenance Students Application Guide

Come join us this summer!

The City of Waterloo is looking for enthusiastic, energetic, motivated students to join the Outdoor Maintenance team during the summer of 2020. We have several positions available in our Environment and Parks Services division.

All summer positions, including Outdoor Maintenance are listed on the City of Waterloo website at www.waterloo.ca/careers

How to Apply

Please read this entire document before completing your application. It may also be helpful to have this information accessible while completing your application.

In order to be considered for employment, all candidates must submit their applications electronically through the City of Waterloo website. Applications submitted through other methods will not be reviewed. Applications will be received from December 18, 2019 to March 6, 2020.

To apply online, you will need to complete the applicant questionnaire and attach your resume. Please be advised that incomplete applications will not be reviewed.

Application Deadline

The **deadline** to apply for the **first round of interviews is January 29, 2020**. This posting will remain open until March 6, 2020. Applications submitted after January 29, 2020 will only be reviewed on an as needed basis. No applications will be accepted after these deadlines.

Eligibility

To be considered for employment you must be:

- 16 years of age or older
- Currently enrolled in secondary school, college or university on a full-time basis
- Returning to full-time studies in the next school term (Fall 2020)
- Have a 'G2' driver's license, with a clean driving record (no demerit points). Class 'G' driver's license is preferred.

Length of Employment

Most positions run from April/May until the end of August. There are a limited number of positions that are available for the months of June, July and August only. Some positions may be extended part-time (up to 24 hours per week) into the fall and winter.

Hours of Work:



Full-time positions will be required to work 8 hour shifts with an unpaid 30 minute meal break; hours of work are 37.5/week. Part-time positions will work up to 24 hours per week. Some shift work may be required based on operational requirements, including evenings, weekends and holidays.

Work Locations

Positions are based out of the following locations:

- Waterloo Service Centre, 265 Lexington Court, Waterloo
- Waterloo Park, 100 Westmount Road North, Waterloo
- Parkview Cemetery/Bechtel Park, 335 University Avenue West (at Bridge Street), Waterloo
- Hillside Stadium, 352 Marsland Drive, Waterloo
- RIM Park Outdoor Fields, 2001 University Avenue East, Waterloo

Successful candidates will be assigned one regular work location where they will start and end their shift. Students are responsible for providing their own transportation to and from their work location (i.e. Car, bike, walk, bus, etc.).

Selection Process

The City of Waterloo would like to thank all candidates who apply; however, only candidates selected for interviews will be contacted by phone or email. Applications will be screened based on qualifications and in accordance with City policies and applicable legislation. Candidates who have been selected for interviews will be contacted beginning in February. No phone calls please.

Job offers are conditional upon providing all relevant documentation, including driver's license, satisfactory drivers abstract, and attendance at all required training and orientation sessions. Applicants with demerit points are ineligible for consideration.

Questions?

For more information about summer employment, please visit the City of Waterloo website.

Position Descriptions

Accountabilities (all positions):

- Ensure safe and efficient operation, care and maintenance of tools, equipment and vehicles
- Perform daily circle checks on equipment
- Maintain a safe work environment by taking necessary precautions and applying safety procedures in accordance with health and safety legislation and City of Waterloo policies
- Communicate and co-operate effectively with others, both internally and externally

Minimum Qualification (all positions):

- Landscaping/horticulture and maintenance experience desired, including experience operating power equipment, lawn care machinery and/or hand tools
- Ability to work well within a team environment and under direct supervision
- Motivated and hardworking
- Capable of performing hands-on, physical work in an outdoor environment
- Willing and able to work in various weather conditions
- Must have a G2 driver's license with a clean driving record; G class driver's license is preferred. Applicants with demerit points are ineligible for consideration when position requires the operation of City vehicles.
- Safety requirements require Green Patch (CSA approved) work boots be worn when working

Outdoor Maintenance Student Physical Demands (all positions):

- Able to lift up to 50lbs.
- Work involves driving activities as well as some small equipment maintenance
- Operation of power equipment, hand tools, machinery, etc.
- Able to perform the physical demands of this position, including lifting, bending and kneeling on a regular basis
- Willing and able to work in an outdoor environment and actively participate in daily activities in various weather conditions

Location Specific Requirements and Responsibilities:

Cemeteries – Parkview Cemetery

- General maintenance and assistance with outdoor operations, including lawn mowing, trimming, landscape improvement, planting and maintenance of plants, shrubs and flower beds
- As you gain knowledge, you will be required to assist with cemeteries operations including grave openings and closings, memorial installations, repairs and building maintenance and cleaning



- Full-time positions from May through August. Some part-time positions are available in the fall and winter.
- Monday to Saturday daytime shifts

Turf and Parks Maintenance – Waterloo Service Centre & Waterloo Park

- Grass cutting and trimming of City boulevards and parks
- Experience with small machinery or equipment operation is preferred
- Monday to Friday daytime shifts

Sports Fields – Waterloo Park, Hillside Park, RIM Park, Bechtel Park

- Sports field maintenance, including lining soccer fields and ball diamond preparation at City sports fields
- General maintenance and cleaning at park facilities
- Full-time positions
- Previous experience participating in a recreation or sports team preferred
- This position requires working independently on a rotating shift with regular weekend and evening shifts (until 11pm)

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Eby Farmstead & Special Events – Waterloo Park

- General maintenance and cleaning of park facilities
- Assistance with animal care and maintenance
- Set-up and assistance for special events
- Weekend shifts are required
- Full-time positions available

Horticulture – Waterloo Service Centre

- Horticultural activities including bed preparation, planting, transplanting, weeding, cultivating, pruning, fertilizing and maintaining of trees, shrubs, annuals and perennials on City properties
- Monday to Friday daytime shifts