



## Application Guide 2022 Outdoor Maintenance Student



### 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 2022. We have several positions available in our Parks, Forestry and Cemetery Services division.

All summer positions, including Outdoor Maintenance, are listed online at <http://careers.waterloo.ca>.

#### 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 careers website. Applications submitted through other methods will not be reviewed.

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

#### Application Deadline

The **deadline** to apply for the **first round of interviews is January 23, 2022**. This posting will remain open until March 6, 2022. Applications submitted after on or January 24, 2022, 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 school full-time September 2022
- Have a 'G2' driver's licence (Class 'G' driver's licence is preferred)
- Have clean driving record (zero demerit points and a maximum of 1 conviction within the previous 36 months)
- Available to work full-time from May 2, 2022 until Labour Day weekend (*end dates will vary based on location*)
- A satisfactory Police Criminal Record and Judicial Matters check will be required as a condition of hire

#### COVID-19 Vaccination

In accordance with the City of Waterloo's Mandatory COVID-19 Vaccination Policy, new City of Waterloo employees (or employees rehired after a break in service of more than 3 months) are required to be fully vaccinated as a condition of hire, subject to accommodations required in accordance with the Ontario Human Rights Code.



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#### Hours of Work and Length of Employment

Most positions run from April/May until Labour Day weekend working 37.5 hours per week, 8 hour shifts per day with an unpaid 30 minute meal break. Some shift work may be required based on operational requirements, including evenings, weekends and holidays. Some positions may be extended part-time (up to 24 hours per week) into the fall and winter.

#### Work Locations

Positions are based out of the following locations:

- Waterloo Service Centre, 265 Lexington Ct.
- Waterloo Park, 100 Westmount Rd. N.
- Hillside Park, 352 Marsland Dr.
- Parkview Cemetery/Bechtel Park, 335 University Ave. W. (at Bridge St.)
- RIM Park Outdoor Fields, 2001 University Ave. E.

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 an interview 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 licence, satisfactory drivers abstract, and attendance at all required training and orientation sessions. Applicants with demerit points and more than one conviction within the previous 36 months are ineligible for consideration.

#### Be You @ Waterloo

At the City of Waterloo, we are committed to recruiting a diverse workforce that represents the community we so proudly serve. All interested and qualified candidates, including Indigenous persons, Black persons, non-Black racialized persons/persons of colour, women, persons with disabilities, 2SLGBTQ+ and those interested in joining our team are encouraged to apply.

#### Accommodation

The City of Waterloo is committed to creating and maintaining a workplace that is welcoming, inclusive, and barrier-free. Accommodations in accordance with the Human Rights Code and other applicable legislation are available throughout all stages of the recruitment process. For accommodation during the application process, applicants are requested to make their needs known via email at [recruitment@waterloo.ca](mailto:recruitment@waterloo.ca), quoting the position and competition number. Applicants advanced through to subsequent stages of the recruitment process will be provided with additional opportunities to make their needs known.

## **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 licence with a clean driving record; G class driver's licence 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. and perform the physical demands, including lifting, bending and kneeling on a regular basis
- Work involves driving activities as well as some small equipment maintenance
- Operation of power equipment, hand tools, machinery, etc.
- Willing and able to work in an outdoor environment and actively participate in daily activities in various weather conditions

## **Location Specific Requirements and Responsibilities**

### **General Maintenance and Cleaning – Bechtel Park:**

- General maintenance, cleaning, and disinfecting at park facilities
- Cleaning and disinfection outdoor washrooms and port-a-potties
- Collecting garbage and recycling
- This position requires working independently on a rotating shift Monday to Sunday daytime shifts

### **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



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- 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
- 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
- General maintenance and cleaning at park facilities
- 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

#### **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

#### **Horticulture – Waterloo Service Centre:**

- Bed preparation, planting, transplanting, weeding, cultivating, pruning, fertilizing and maintaining of trees, shrubs, annuals and perennials
- Monday to Friday daytime shifts

#### **Forestry – Waterloo Service Center:**

- Planting and watering of trees
- Assisting crews on forestry functions
- Monday to Friday daytime shifts

#### **Playgrounds – Waterloo Service Center:**

- Rototilling sand
- Leveling of the wood chips in the play area
- Collecting garbage and recycling
- Turf maintenance around the playground area
- Monday to Friday daytime shifts