

# + Summer Student Position



*The Summer Village of White Sands is in search of a summer student who is eager to gain experience in the field of municipal maintenance and office work. The selected candidate will play a crucial role in supporting Public Works and the municipal office in maintaining the Summer Village.*

## + Summer Student Position and Overview

This is a seasonal position available from May 1 to August 31. The position entails a combination of outdoor maintenance work and office work, and is under the supervision of the Public Works Supervisor and the CAO of the Summer Village of White Sands. As a seasonal labor job, you can expect to be involved in the upkeep and maintenance of the summer village, including outdoor tasks such as mowing lawns, trimming hedges, and cleaning public areas. Additionally, you may be required to perform office tasks such as data entry, filing, and other general administrative duties. This is a great opportunity for someone who enjoys working outdoors and is comfortable working in a fast-paced small office environment. We look forward to hearing from you soon.

## + Essential Job Functions

To be successful in this role, the following qualifications are required:

- Ability to work independently while still being a team player, and self-motivated.
- Adherence to safety protocols.
- Capability to lift a minimum of 25 pounds.
- Proficiency in working efficiently in a fast-paced environment.
- Strong attention to detail.
- Experience working with machinery such as lawnmowers and small tractors, as well as small tools.
- Being receptive to constructive feedback from supervisors and implementing the suggested changes.

## + Education and Experience

To be eligible for this position, the following qualifications are required:

- Minimum of a high school diploma or equivalent.
- Currently enrolled or returning to a post-secondary institution.

- Exceptional written and verbal communication skills.
- Possession of a Class 5 driver's license at minimum.
- Proficiency in computer skills, specifically MS Office, would be an asset.

## + Working Conditions

Working Conditions	Details
Hours of work	The work schedule primarily comprises of approximately five days, and may included weekend shift rotation. The weekly working hours are set at 30 to 40 hours maximum.
Overtime expectations	While overtime is not anticipated, if required, they will be assigned by the supervisor.
Work environment	<p>The position of Summer Village maintenance requires physically demanding work, performed outdoors, and necessitates appropriate dressing for the weather and the job. The job entails heavy lifting, cleaning municipal areas of dead fall, mowing and trimming grass, pruning trees, maintaining public beaches and pathways, among other tasks. The job also requires daily equipment and tool maintenance, as well as ensuring a safe work environment.</p> <p>Alternatively, duties in the municipal office require a keen attention to detail, data entry, filing, answering phone calls or emails, responding to residents' inquiries, providing support to the CAO and Administrative Assistant, ensuring office cleanliness, among other responsibilities.</p>

## + Workplace Policies and Agreements

- Abide by policies such as Employee Hiring and Employment Process, Employee Safety, and Employee Safety Manual.
- Training/ safety orientation sessions to educate the employees about these policies and ensure compliance, daily.
- Follow Alberta Labour Standard

## + How to Apply

- To apply, please submit your resumes and cover letter detailing your relevant experience and qualifications to [cao@whitesandsab.ca](mailto:cao@whitesandsab.ca)
- Please include "Summer Student Position" in the subject line.

## + Closing Date

- The competition will remain open until a suitable candidate is found.

*We thank all applicants and advise that only those candidates selected for an interview will be contacted.*

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