

**Part Time GROUNDSKEEPER
Job Description
2021**

This position is open only to a student returning to secondary or post-secondary education at the end of the work term.

Neebing is a rural Municipality and we are working to increase local tourism by promoting our natural beauty and landscape through park development and maintenance. This part-time Groundskeeper position will work out of our Municipal Office and work with the Volunteer Fire Department to develop grounds at local Fire Halls and erect emergency signage. The Groundskeeper provides the following services:

- General tidying and maintenance of municipal fire hall properties (brush clearing, litter pick-up, vandalism reporting, etc.), including the Municipal fire halls, and other municipal sites, etc.;
- Work with other groundskeeper summer staff on grounds keeping projects;
- Installing fire number signage;
- General labour at municipal property sites, including: minor landscaping, grounds keeping, painting, general cleaning, etc.;
- Indoor work during inclement weather, including inventorying items, collating fire-safety education material, handy-person task (ie general office maintenance, etc.); and
- Other duties as assigned, such as: erecting signage, traffic counts, events assistance, general assistance to the Fire Chief, etc.

This is a temporary part-time, non-union, position. The work week is 16 hours.

A valid "Class G" driver's license with an acceptable driving record is required. This driver must drive a vehicle towing a trailer to move equipment from site to site. The Groundskeeper must be physically fit and willing to do manual labour with limited supervision. He or she must be able to work with others as a team or be able to work on his or her own if needed.

The Groundskeeper should be familiar with various types of grounds keeping equipment and hand tools.

Maintaining health & safety is a Municipal priority. All workers, including the Groundskeeper, must work prudently without risk-taking, and wear all personal protective equipment that is assigned. Mandatory health and safety training sessions must be attended.

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2021 wage is set at \$17.95 per hour.

Please mail or email applications to:

The Corporation of the Municipality of Neebing

Attention: Clerk Treasurer

4766 Highway 61

Neebing, ON P7L 0B5

Email: clerk@neebing.org

