



JOB DESCRIPTION

CLASSIFICATION: SUMMER STUDENT – PUBLIC WORKS

REPORTS TO: MANAGER OF PUBLIC WORKS

DATE: APRIL 2025

POSITION SUMMARY

The Summer Student – Public Works assists the Public Works department with various tasks and projects during the summer months. The role is designed to provide students with practical work experience in a municipal setting, focusing on maintenance, repair, and improvement of public infrastructure.

KEY RESPONSIBILITIES

- **Maintenance and Repair:** Assists with the cleaning, maintenance, and repair of roads, sidewalks, parks, and other public facilities.
- **Landscaping:** Performs landscaping duties such as mowing lawns, trimming trees and shrubs, and planting flowers.
- **Waste Management:** Helps with waste collection and disposal, ensuring cleanliness and order in public areas.
- **Equipment Operation:** Operates and maintains various small tools and equipment used in Public Works projects.
- **Safety Compliance:** Follows all safety protocols and guidelines to ensure a safe working environment.
- **Documentation:** Maintains accurate records of work performed and reports any issues or concerns to the supervisor.

CORE COMPETENCIES

- **Communication:** Strong verbal and written communication skills for effectively interacting with staff, patrons, and community members.
- **Customer Service:** Commitment to providing excellent customer service and addressing patron needs and concerns promptly and professionally.
- **Problem-Solving:** Strong analytical skills to assess situations quickly and devise effective solutions, especially in emergency situations.
- **Attention to Detail:** Diligent in inspecting vehicles and equipment prior to use, reporting any damage and ensuring equipment is returned in clean condition.
- **Time Management:** Completes assigned work on time while displaying diligent work ethic.
- **Teamwork:** Works collaboratively with other staff to achieve common goals.

REQUIRED QUALIFICATIONS

- Must be enrolled in a secondary or post-secondary institution and intending to return to school in the fall.
- Valid Class 5 BC Driver's License.
- Valid First Aid and CPR C certificates.

GENERAL / WORKING CONDITIONS

- Must be available to work flexible hours, including days, evenings, weekends, holidays, with potential for split shifts.
- Primarily an outdoor role, requiring work in various weather conditions, including heat, sun, and occasional rain.
- This is a position with the BC General Employee's Union (BCGEU).