



Sagamok Development Corporation

4008 Espaniel Street
P.O Box 2457
Sagamok, ON P0P2L0

Phone: (705) 865-2421
Fax: (705) 865-1509

Summer Student Employment Opportunity **Parks & Recreational Areas Maintenance Coordinator**

Position Duration: 10 weeks

Hours of Work: 35 hours/week

Anticipated Start Date: June 12, 2023

Anticipated End Date: August 25, 2023

Rate of Pay: \$18.00

The Parks & Recreational Areas Maintenance Coordinator shall assume responsibility for the maintenance, repair, or alteration of Sagamok Anishnawbek-owned buildings, parks and recreational areas, and its water distribution system. Band-owned buildings included CHMC homes and rental units and public institutions situated on reserve.

In support of Sagamok Anishnawbek's goal of providing quality management, the Parks & Recreational Areas Maintenance Coordinator shall continuously strive to improve operations, streamline work processes, and work cooperatively with other departments to provide quality services to its membership.

JOB DUTIES

General

- Coordinate the work schedules of the Parks & Recreational Areas Maintenance Workers.
- Attend and participate in regular P&IU team meetings.
- Participate in community development meetings and training sessions and ISO activities as required.
- Alert the Community Infrastructure Manager of problems in a timely fashion so that appropriate action can be taken.
- Participate in various associations and organizations to learn new practices and trends, to remain informed of current affairs and issues affecting the community infrastructure program and to enhance personal growth.
- Participate in health and safety training on a regular basis (WHMIS, confined space, transportation of dangerous goods, CPR and first aid).

Band Owned Buildings

- Perform general maintenance and repair work such as painting, electrical, plumbing, carpentry, roofing, concrete/masonry, lock smith, metal work.
- Maintain the buildings heating and air conditioning system.
- Perform routine equipment maintenance and minor repairs.
- When necessary, grounds maintenance such as picking up litter, mowing, planting, and cutting weeds, brushes and trees.

Parks and Recreation

- Maintain and repair various types of park and playground equipment and facilities.
- Grounds maintenance such as picking up litter, mowing, planting, fertilizing, and cutting bushes and trees.
- Maintain ball fields by repairing and maintaining fences, markings, bleachers, and clean rest rooms.
- Prepare park facilities for special events.
- Install park and recreation equipment.

QUALIFICATION REQUIREMENTS

- Must have been a full-time student in the previous academic semester (for summer student jobs)
- Must provide proof that they will be a full-time student in the immediately upcoming semester (for summer student jobs)
- Must provide proof of current full-time student status (for student part time jobs)
- Must be a registered member of Sagamok Anishnawbek
- Must have, or willing to obtain:
 - Driver's License, First Aid, CPIC
 - WHIMIS, Health & Safety in 4 Steps
- Mandatory Safety Equipment
 - Work Boots, Safety Pants
 - Hard Hat with Face Shield or Safety Glasses and Earmuffs

As a member of the Planning and Infrastructure Unit, the Parks & Recreational Areas Maintenance Coordinator shall provide assistance to other members of the P&IU at their request when feasible, and/or at the direction of the P&I Director or Community Infrastructure Manager.

Individuals wishing to apply for the Summer Student Program must complete the required Forms and then either email to Southwood_darla@sagamok.ca or Drop by Office:

ISETP Forms can be obtained at <https://sagamokeducation.ca/isetp/>