



Come for a visit. Stay for a lifestyle.

Trent Hills is a vibrant and growing community with a population of 13,000 that is located on the Trent Severn Waterway amongst the rolling hills of Northumberland County. Trent Hills is looking to add to its team and invites applications for the summer student position of:

## **Parks Maintenance**

Contract, full-time

May 5, 2025 – August 29, 2025

Hourly rate: \$17.20 – 40 hours per week

Reporting to the Community Services Manager, the Parks Maintenance summer student provides general maintenance, support and assistance to the Community Services Department in the care and upkeep of parks, greenspaces and along roadways in the Municipality of Trent Hills.

### **Duties and Key Responsibilities:**

- Lawn maintenance including aerating, top dressing, grass cutting, and weed trimming;
- Flowerbed maintenance including rote-a-tilling, removing debris and weeds from soil, flower planting, weeding, deadheading and watering;
- Garbage and debris pick-up (including Municipal garbage cans, streets and all Municipal parks);
- Lining and dragging of baseball fields and soccer fields;
- Playground maintenance (including daily visual inspections);
- Picnic table and garbage can maintenance;
- Pruning trees and shrubbery;
- Assist in community special events (includes set-up and take down of equipment as well as working during events);
- Upkeep of all Municipal parks;
- Respond to public inquiries courteously and efficiently.

### **Eligibility and Qualifications:**

- Related post-secondary education is preferred;
- Full-time enrollment at an educational institution during preceding academic year;
- Will be returning to full-time enrollment at an educational institution for upcoming academic year;
- Must provide own CSA approved safety footwear;
- Valid Class G Driver's License with a clean abstract;
- First Aid and CPR certification.
- WHMIS certification;
- Demonstrated public relations skills.

This position starts full-time in May. High School students are invited to apply in case additional opportunities arise in July and August.

If you wish to apply for more than one job, please apply to each position individually and clearly outline the position you are applying to.

## **How to Apply:**

Applications will be received until **2:00 p.m. on Thursday, January 30, 2025**. Please submit covering letter, resume and 3-year uncertified driver's abstract to:

Kari Petherick, Coordinator of Human Resources  
Municipality of Trent Hills  
P.O. Box 1030, 66 Front Street S  
Campbellford, ON K0L 1L0  
Telephone: (705) 653-1900 ext. 225  
[kari.petherick@trenthills.ca](mailto:kari.petherick@trenthills.ca)

All information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, Chapter M45. We thank all applicants who apply but advise that only those selected for an interview will be contacted. In accordance with the Accessibility for Ontarians with Disabilities Act, the Municipality of Trent Hills is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 705-653-1900 ext. 225 or email [kari.petherick@trenthills.ca](mailto:kari.petherick@trenthills.ca) if you require an accommodation to ensure your participation in the recruitment and selection process.



**Position:** Parks Maintenance

**Department:** Community Services

**Reports to:** Community Services Manager and Parks and Recreation Leadhand

**Position Summary:**

To provide general maintenance, support and assistance to the Community Services Department in the care and upkeep of parks, greenspaces and along roadways in the Municipality of Trent Hills.

**Knowledge of:**

- Basic turf care practices and procedures;
- Safe operation of small hand tools, push lawn mowers and ride-on mowing equipment;
- Maintenance of flower beds;
- Litter and debris pick-up;
- Special Events occurring in the Municipality.

**Skills:**

- Ability to work outdoors and in variable weather conditions;
- Ability to work with others and independently;
- Ability to communicate courteously and effectively with co-workers and the general public;
- Ability to work on own initiative;
- Ability to operate small hand tools;
- Ability to operate push lawn mowers and ride-on lawn mowing equipment;
- Ability to operate a weed trimmer;
- Ability to perform general maintenance and upkeep of small hand tools, weed trimmers, push lawnmowers and ride-on lawn mowing equipment;
- Ability to lift heavy objects.

**Duties and Key Responsibilities:**

- Lawn maintenance including aerating, top dressing, grass cutting, and weed trimming;
- Flowerbed maintenance including rote-a-tilling, removing debris and weeds from soil, flower planting, weeding, deadheading and watering;
- Garbage and debris pick-up (including Municipal garbage cans, streets and all Municipal parks);
- Lining and dragging of baseball fields and soccer fields;
- Playground maintenance (including daily visual inspections);

- Picnic table and garbage can maintenance;
- Pruning trees and shrubbery;
- Assist in community special events (includes set-up and take down of equipment as well as working during events);
- Upkeep of all Municipal parks;
- Respond to public inquiries courteously and efficiently;
- Other duties as assigned.

**Eligibility and Qualifications:**

- Related post-secondary education is preferred;
- Full-time enrollment at an educational institution during preceding academic year;
- Will be returning to full-time enrollment at an educational institution for upcoming academic year;
- Must provide own CSA approved safety footwear;
- Valid Class G Driver's License with a clean abstract;
- First Aid and CPR certification.
- WHMIS certification;
- Demonstrated public relations skills.

**Acknowledgement**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_