

# Job Description

## RESORT VILLAGE OF CANDLE LAKE



**JOB TITLE:** Summer Student – Maintenance

**JOB CATEGORY:** Public Works

**Department/Group:** Public Works/Operations

**Direct Reports:** Operations Manager

**Reports to:** Jason Campbell

**Travel required:** None

**Secondary report:** Brent Lutz

**Position type:** Maintenance

**Equipment provided:** Yes

**Date posted:** February 24, 2025

**Salary Range:** 21.86 per hour

**Posting expires:** Until Filled

### APPLICATIONS ACCEPTED BY:

**Email:** publicworks@candlelake.ca

**Special Requirements:** None

### JOB DESCRIPTION

#### Role and Responsibilities:

The Resort Village of Candle Lake is currently seeking Summer Student Maintenance Staff to support our Operations and Public Works Department for the summer of 2025. As part of this role, you will be required to perform a variety of maintenance and operational tasks. The successful candidate must be comfortable working both independently and as part of a team while maintaining a professional demeanor.

#### Preferred Qualifications and Education

- Highschool
- Valid Class 5 Driver's License
- Ability to comfortably lift up to 30 lbs.
- General physical aptitude and readiness for manual tasks

#### Required Skills

- Strong ability to record accurate data related to equipment and supplies
- Professional demeanor when working in public settings
- Ability to maintain a clean and safe work environment
- Strong communication skills (verbal and written)
- Ability to work well under pressure and meet deadlines
- Previous experience in a maintenance or operations role is an asset
- Willingness to learn and operate various types of equipment

#### Additional Notes

- Must be reliable, proactive, and able to follow instructions.
- Safety is a top priority, and all employees must adhere to safety protocols

#### Primary Duties:

**Vegetation Control:** Grass cutting, whipper snipping, and other related tasks.

**Facility and Equipment Maintenance:** Painting, sign installation and repair, road patching, etc.

**Waste Collection:** Assist in waste management and collection tasks.

**Equipment Tracking and Documentation:** Accurate recording of equipment usage and supplies.

#### Other Duties:

Perform any other duties as required to support day-to-day operations.