

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:

June 17, 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.

REVIEWED BY: Jason Campbell

DATE: June 17, 2025

Approved by: Brent Lutz

Date: June 17, 2025