



Role Description

Crown Land Stewardship Program Student

April 2019

General Purpose

Working under the direction of the Facilities/Recreation Supervisor (FRS), the incumbent will assist the FRS and the Crown Land Recreation Stewardship – Field Supervisor (CLRSFS) with overseeing and monitoring the North Frontenac Crown Land Stewardship Program (CLSP), while following guidelines established by the policies of Township Council and/or the Chief Administrative Officer (CAO); and in accordance with Legislation.

Supervision Received

Works under the direct supervision of the FRS or his/her designate.

It is understood that in the absence of the FRS, the Manager of Community Development (MCD) shall perform his/her duties.

Has access to the FRS for advice and information regarding assigned duties. Access is also available to established policies and procedures and to maintenance manuals as required.

Supervision Exercised

None.

Role Expectations

- Ensures all work is carried out in a manner which the Municipality can be proud of and that protects the safety of all persons.
- Working independently without supervision once the task has been outlined by the FRS.
- Shall follow the Personnel and Employment Policies and Procedure Manual By-law, as amended.
- Ensures that Occupational Health and Safety practices are observed and implemented under the *Occupational Health and Safety Act/Regulations*; and in accordance with the Municipality's Health & Safety Policy.
- Shall notify the FRS of operational problems or issues as necessary to ensure that work activity is carried out according to quality standards and to ensure that all safety standards are complied with.

- No person shall operate any equipment or apparatus which he or she has not first received training on by a competent person.
- Required to attend training sessions as deemed necessary by the Legislation and/or the Municipality, per Policies as amended.
- Fosters a harmonious, inclusive work environment and effective working relationships among all co-workers; and models and ensures appropriate workplace behaviour that reflects the values of the Municipality.
- Confers with the FRS to ensure that the activities of the department are consistent with the goals and objectives of the Municipality, as established by Council.
- Re-fueling vehicles – must first receive training by a competent person if obtaining fuel from any and all Township fuel pumps.
- All complaints shall be forwarded to the CAO. Complaints shall be dealt with in accordance with the Complaint's Standard Operating Procedure (SOP) as established by the CAO.

Duties shall include: (but are not limited to)

- Attention to detail and accuracy is required as errors in information presented can impact the quality of Council decision-making and may also affect the image and liability of the Township.
- Provide assistance to the public regarding simple and straight-forward enquiries of a general nature and referring all complex inquiries to the MCD in a timely and efficient manner in accordance with policies.
 - To assist with the maintenance and cleaning of all campsites within the CLSP including cleaning, moving and replacement of privies.
 - To assist with maintaining cleanliness of campsites; maintaining Crown Roads within the CLSP to ensure they are operable and safe; patrol waterways; ensure customers have retained valid permits for camping and use of the Crown Roads within the CLSP; and assist with maintenance of recreational trails, beaches, facilities, etc.
 - To assist with monitoring and ensuring safety of campers and visitors to the CLSP.
 - To interact with campers and visitors to the CLSP on a daily basis and enhance communications between individuals and the municipality.
 - Operate and maintain power equipment such as lawnmowers, boat motors, whipper snippers, etc.
- Shall keep the FRS abreast of their hours of work and availability.
- Perform other related duties and responsibilities as may from time to time be assigned by By-law or Resolution of Council, or by the CAO, MCD and/or FRS.

The foregoing description reflects the general duties necessary to describe the principle functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

Skills, Competence/Experience Desired

- Ability to handle physical demands and operate a variety of equipment safely and efficiently.
- Knowledge of safety procedures so that work can be carried out in a safe manner.
- Knowledge of the Municipality and surrounding areas would be an asset.
- Be bondable.
- Must be currently enrolled in secondary school, college or university.
- Preference will be given to a Candidate with knowledge of and hands-on experience with the operation of applicable equipment.
- Exposed to physical hazards and inclement weather conditions.
- Demonstrated ability to follow directions.
- Demonstrated ability to work independently in a team setting, and with other co-workers for the purpose of sharing information to complete work assignments and be able to establish effective working relationships with others.
- Shall be able to organize and prioritize work to meet deadlines with sound judgment to achieve Township objectives.
- Demonstrated ability to be reliable, mature, courteous, and have the ability to deal effectively, courteously and tactfully with other personnel, general public, all employees (including Volunteers) and outside agencies.
- Promotes and maintains a professional public image of the department.
- Attention to detail, mental concentration and mental alertness to ensure safety of others.
- Ability to express themselves clearly and concisely, orally, and in writing, in a competent manner, and able to present information clearly.

Compensation

- Based on a 40 hour work week or as defined in the individual's Offer of Employment Letter; in accordance with the Employment Standards Act Student Minimum Wage, as amended; and/or Funding Program (whichever is higher); and in accordance with the Salary Schedule adopted by Council and amended from time to time.
- May be required to work overtime and at unusual hours to handle emergencies and/or in order to meet the deadlines/needs of the department. All overtime shall be approved, in advance, by the MCD.
- Probationary period – in accordance with By-law #76-13, as amended, the Personnel and Employment Policies and Procedure Manual By-law.