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| **Title of Position** | Sports Field & Trails Maintenance Assistant |
| **Department** | Athletics & Recreation |

**Primary Job Duties**

**Inventory No. / Job Task Details**

1.06 Assist with scheduling of meetings, special events and general office activities

1.09 Assist with inventory tracking and monitoring (i.e. equipment and supplies)

5.00 Assist with routine maintenance and cleaning tasks as required

5.03 Seasonal gardening and/or planting of trees and shrubs

5.04 Move and transport furniture, supplies and equipment as required

5.05 General outdoor grounds maintenance (could include: sweeping, raking and leveling ground, shovelling snow, road repair)

5.06 Assisting in seeding and sodding of newly graded areas, pruning trees and shrubs; mowing and trimming grass around trails

5.07 Assisting with brush removal; collecting and piling firewood

5.08 Helping with installation of new posts and signs

5.09 Collect garbage and separating recycle materials

5.10 Assist in painting, carpentry and maintenance at college owned buildings and structures

**Qualifications**

* Current student of Fleming College
* Good organizational skills, with the ability to multi-task
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player
* Demonstrated attention to detail
* Ability to lift and move items that can weigh up to 30lbs