

# THE DISTRICT MUNICIPALITY OF MUSKOKA

## Finance & Corporate Services

### Job Description

**POSITION TITLE:** General Maintenance – Grounds & Building

**CLASSIFICATION:** Summer Student

#### **POSITION SUMMARY:**

Responsible for performing general landscaping, grounds and building maintenance tasks at assigned Corporate Facilities.

#### **MAJOR RESPONSIBILITIES:** (Not limited to)

- Perform minor building maintenance and repairs as required;
- Perform landscaping maintenance as required;
- Deal with customer service requirements as assigned;
- Other related duties as assigned.

#### **EDUCATION, EXPERIENCE AND QUALIFICATIONS:**

Good interpersonal skills and diplomacy, and excellent communication skills are required. Must demonstrate initiative, ability to receive direction and work with minimal supervision. First aid certification and experience in commercial landscaping and building maintenance would be desirable. A valid Ontario Driver's License (minimum Class G2) will be required.

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Students must be enrolled in full-time post secondary studies for the following school year with proof of enrolment provided to the Human Resources department when requested.

Students shall be hired based on qualifications, experience, skills, abilities and course of study applicable to position being filled. Relationship to another employee in the District shall not be a consideration in the hiring process.