

Summer Student – Public Works

The Township of Stirling-Rawdon is a lower tier municipality in Hastings County, Ontario. With a population of 5,000, this friendly community is only 15 minutes north of Belleville and directly north of Quinte West.

The Township of Stirling-Rawdon is seeking four (4) Summer Student Labourers to assist the Public Works Department with grounds maintenance and general municipal operations throughout the Township.

This position provides valuable hands-on experience in municipal services while helping maintain parks, cemeteries, roadsides, and other public spaces that contribute to community pride and beautification.

Key Responsibilities

Duties may include, but are not limited to:

- Grass cutting and grounds maintenance at municipal facilities and properties
- Park maintenance and general upkeep of public spaces
- Maintaining landscaped areas and flower beds
- Assisting with downtown beautification projects
- Cemetery maintenance and assistance with cemetery mapping
- Sign inventory and maintenance of municipal signage
- Minor road maintenance such as patching, ditching, and brushing
- Painting fire hydrants and assisting with infrastructure maintenance
- Flagging for municipal road work when required
- General labour duties as assigned

Qualifications

- Ability to perform physically demanding work and work outdoors in varying weather conditions
- Ability to work independently and as part of a team
- A **valid driver's licence is considered an asset**

Working Conditions

This is a **seasonal outdoor position** that may require working in various weather conditions. Occasional evening or weekend work may be required for special events or operational needs.

Anticipated Start Dates:

- 2 positions to start May 11, 2026 for 16 weeks
- 2 Positions to start June 22, 2026 for 10 weeks

Wages: Minimum Wage as determined by Employment Standards Act

Location: 2529 Stirling Marmora Rd, Stirling, ON

To apply please submit your resume and a cover letter by **March 31, 2026** to hr@stirling-rawdon.com. A detailed Job description is provided on the Township's website www.stirling-rawdon.com.

Eligibility Statement

All candidates must:

- Must be between 15 and 30 years of age on May 1, 2026
- be legally able to work in Canada.

Equity Statement

In accordance with the Accessibility for Ontarians with Disabilities Act, Stirling-Rawdon Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Clerk at clerk@stirling-rawdon.com or 613-395-3380 ext. 2234 if you require accommodation.

Township of Stirling-Rawdon Job Description

Position Title: Summer Student Labourer

Department: Public Works

Reports to: Public Works Manager or Designate

Status: Part-Time Time CUPE contract

Date Revised: March 12, 2026

Job Summary / Purpose

Under the direction of the Public Works Manager or Manager of Environmental Services or designate, the Summer Student Labourer assists with the upkeep and maintenance of Township roads, parks, cemeteries, municipal facilities, and other public spaces throughout the Township of Stirling-Rawdon.

This position supports a variety of outdoor maintenance and general labour activities, including grounds maintenance, beautification projects, and basic municipal operations. The role provides students with valuable hands-on experience in municipal services while contributing to community pride and the overall appearance of public spaces.

The Summer Student Labourer works collaboratively with Township staff and may be required to work occasional evenings or weekends for special events or operational needs. Through this role, students will gain experience and develop workplace skills such as adaptability, teamwork, communication, problem solving, and technical skills related to grounds maintenance and municipal operations.

Duties and Responsibilities

Duties may include, but are not limited to:

- Grass cutting and general grounds maintenance at municipal facilities and properties.
- Maintaining landscaped areas, flower beds, and beautification projects throughout the municipality.
- Assisting with beautification and landscaping in the downtown core.
- Park maintenance, including litter collection, turf maintenance, brush removal, and general upkeep.
- Cemetery maintenance and assisting with cemetery mapping projects.
- Assisting with sign inventory and maintenance of municipal signage.
- Performing minor road maintenance such as patching, ditching, and brushing.

- Flagging for municipal road work when required.
- Painting fire hydrants and assisting with other infrastructure maintenance tasks.
- Maintaining grass cutting at various municipal locations on a weekly basis.
- Reporting unsafe conditions, vandalism, or damage throughout the Township
- Assisting with inventory of Township assets.
- Performing daily vehicle and equipment circle checks and reporting defects
- Ensuring all equipment and tools are kept clean, safe, and maintained according to the Township's preventative maintenance program.
- Assisting with the maintenance, repair, and cleaning of Township-owned facilities including public works garages, storage buildings, community halls, washrooms, and other municipal buildings.
- Assisting with seasonal set-up, removal, and maintenance of equipment and fixtures within Township facilities.
- Following all municipal policies and health and safety procedures
- Performing other related duties as assigned.

Knowledge, skills and abilities

- Knowledge of general grounds maintenance and municipal maintenance practices.
- Basic understanding of construction safety practices and the Occupational Health and Safety Act.
- Ability to safely operate small equipment such as mowers, trimmers, and related tools.
- Strong communication and teamwork skills.
- Ability to complete basic records and report maintenance issues accurately.
- Ability to work independently with minimal supervision.
- Flexibility to work occasional evenings, weekends, or overtime when required.

Qualifications and Experience

- Must be a youth be between 15 and 30 years of age on May 1, 2026
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment and
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Ability to work outdoors in various weather and climate conditions
- Ability to perform physically demanding work
- Ability to work independently and as part of a team
- A valid driver's licence is considered an asset.

Direct Reports

- None

Working Conditions

- Frequent outdoor work in variable weather conditions
- Occasional evening or weekend work for municipal events or operational needs
- Moderate to heavy physical activity including lifting, shoveling, and manual labour tasks
- Operation of small equipment such as mowers, trimmers, and related tools
- Exposure to noise, vibration, and environmental conditions associated with outdoor maintenance work
- Work at various Township facilities and properties throughout the municipality

Note: *The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.*