

# Windsor-Essex Catholic District School Board

## Summer Student Posting - 2017

### Grounds Crew Leader (Posting #2-2017)

(July 2017 to August 2017 - 7 weeks)

#### Duties:

- The Leader will supervise the Grounds Crew Students and report to the Supervisor/Foreperson of Operations Services. The Leader is responsible for scheduling and coordinating all work assignments, tracking attendance, verifying and submitting timesheets
- Maintain landscaped areas, mulching, edging, pruning, weeding, etc. at various school locations throughout Windsor-Essex County
- Responsible for the safety and efficient operation, care and maintenance of tools and equipment
- Maintain daily written records of work related activities
- Ensuring the safety of all Grounds Crew Students
- Ensuring that all Health & Safety practices are followed

#### Qualifications:

- College or University Student with a focus on horticulture & landscaping & returning to school full time in the fall
- Landscaping experience is an asset
- Leadership skills
- Able to work outdoors in all weather conditions
- Strong communication skills
- Proof of a valid driver's licence in good standing and access to a vehicle for travel throughout Windsor-Essex County

### Grounds Crew Students (Posting #3 - 2017)

(July 2017 to August 2017 - 7 weeks)

#### Duties

- The Grounds Crew students will be responsible for maintaining the landscaped areas at all board locations
- Weeding, pruning, edging, trimming and mulch replacement
- Responsible for the efficient handling of tools and equipment
- General labour

#### Qualifications:

- College or University Student with a focus on horticulture and landscaping & returning to school full time in the fall
- Landscaping experience is an asset
- Grounds Crew students will be required to work well in a team or alone
- Able to work outdoors in all weather conditions
- Proof of a valid driver's licence in good standing and access to a vehicle for travel throughout Windsor-Essex County

## Facilities Services Student Assistant (Posting #4 - 2017)

(June 2017 to August 2017 - 7 weeks)

### Duties:

- Conduct water samplings at all Board location, input laboratory results and prepare required report for each school. Update binders with Ministry of the Environment documents
- Perform testing of laboratory fumehoods and chemical storage cabinets equipped with mechanical ventilation
- Assist with the implementation of CMMS (Computerized Maintenance Management System)
- Inventory (collect name plate information) of Board assets (mechanical and electrical equipment, custodial equipment, etc.)
- Create and label board assets
- Gather drawings, preventative maintenance schedules, and original equipment manufacturing documents for Board maintenance procedures
- Entering information into the CMMS
- Working with Maintenance and Utility Staff
- Other duties as assigned

### Qualifications:

- College or University Student with a Science or Engineering background & returning to school full time in the fall
- Strong computer skills with a proficiency in Microsoft Office
- Must be self motivated and able to work independently
- Must be physically fit and capable of performing tasks which include heavy lifting
- Able to work flexible hours including weekends as required
- Proof of a valid driver's licence in good standing and access to a vehicle for travel throughout Windsor-Essex County

The Windsor-Essex Catholic District School Board invites applications for the above Summer Student positions. **These positions are conditional upon grant approval through Canada Summer Jobs and the Summer Experience Program.**

To be eligible for a summer student position applicants must have been enrolled full time in a post-secondary program and returning to school full time in the fall of 2017.

**To apply to these vacancies please submit a resume prior to 4:00pm on June 23, 2017 to:**

Palmi Truant, Human Resources Coordinator  
1325 California Avenue  
Windsor, Ontario  
N9B 3Y6  
Fax: 519-253-3198  
Email: [palmi\\_truant@wecdsb.on.ca](mailto:palmi_truant@wecdsb.on.ca)

Please quote the appropriate posting number when applying.

All successful applicants must be able to provide a satisfactory police clearance and negative TB test.

We thank you for your interest, however, only applicants selected for an interview will be contacted.

**Accommodations for disabilities will be provided upon request to support participation in all aspects of the application process.**