



TOWN OF LAKE COWICHAN
Vancouver Island's best kept secret!

Summer Student – Public Works

Job Title	Summer Student – Public Works	Department	Operation and Infrastructure
Reports To	Director of Operations and Infrastructure	Job Classification	<input type="checkbox"/> Management <input checked="" type="checkbox"/> Union
FTE	Seasonal	Pay Band/Grid	CBA
Benefits	<p>1. Health and Wellness</p> <p><input type="checkbox"/> Extended Health, Allied Medical Services, Prescription</p> <p><input type="checkbox"/> Life Insurance</p> <p><input type="checkbox"/> Accidental Death and Dismemberment</p> <p><input type="checkbox"/> Dental</p> <p><input type="checkbox"/> Vision</p> <p><input type="checkbox"/> Sick Leave</p> <p>2. Pension Plan</p> <p><input type="checkbox"/> Defined Benefit Pension Plan (MPP)</p> <p><input type="checkbox"/> Defined Contribution Pension Plan (RRSP)</p> <p>3. Training and Development</p> <p><input checked="" type="checkbox"/> Support for Professional & Technical Certificate Renewal</p> <p><input checked="" type="checkbox"/> Support for Tuition Reimbursement</p> <p>4. Work Location</p> <p><input checked="" type="checkbox"/> Onsite</p> <p><input type="checkbox"/> Remote</p> <p><input type="checkbox"/> Hybrid (Mixed of on-site and remote)</p>		

POSITION SUMMARY

Under the general direction of the Director of Operations and Infrastructure and Supervisor of Public Works, the Summer Student – Public Works provides hands-on support to the Public Works Department during the summer operating season by assisting with a variety of outdoor maintenance and operational activities that support municipal infrastructure, parks, roads, and public spaces.

This position offers valuable practical experience in a municipal work environment and requires a strong work ethic, a willingness to learn, and the ability to work safely and effectively outdoors in varying conditions.

GENERAL DUTIES

Public Works & Operations Support

- Assist with general public works activities including parks and grounds maintenance, roadside cleanup, carpentry, general labourer activities, and basic infrastructure support.
- Assist with minor repairs, painting, and maintenance of municipal assets.
- Use hand tools and basic power tools under supervision.

JD: Summer Student – Public Works

- Assist with loading, unloading, and transporting tools, materials, and equipment.
- Perform basic equipment cleaning and maintenance.
- Assist with cleaning and maintenance of public washrooms, parks amenities, and facilities.
- Support setup and takedown for community events or seasonal installations.
- Reporting maintenance issues, damage, or safety concerns.

Parks & Public Spaces Support

- Support mowing, trimming, weeding, litter removal, and general upkeep of municipal properties.
- Support the upkeep of parks, pathways, boulevards, medians, and other public green spaces.
- Assist with the installation and removal of seasonal displays and planters.
- Maintain a clean, safe, and visually appealing appearance of assigned areas.

Health, Safety & Risk Management

- Conduct duties in compliance with WorkSafeBC requirements and municipal safety program and policies.
- Identify unsafe conditions and take appropriate enforcement or mitigation actions.
- Participate in emergency response or after-hours call-outs as required.
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- Assist with setup and takedown of seasonal amenities and equipment.

Other Duties

- Support special projects, system upgrades, and process improvements within the Operations and Infrastructure Department.
- Willingness to serve during a municipal emergency if called upon to do so.
- Perform other related duties assigned from time to time consistent with the responsibilities of the position.

QUALIFICATIONS, SKILLS, COMPETENCIES AND ABILITIES

Minimum Requirements

- High School Diploma – required.
- Ability to perform physical work outdoors in varying weather conditions.
- Ability to follow instructions and work safely.
- Strong reliability, punctuality, and willingness to learn.
- Ability to work independently and as part of a team.
- Valid Class 5 BC Driver's Licence or ability to obtain one during employment is an asset
- Ability to maintain a satisfactory driving record, where driving is required
- **Level 1** (\$23.4587/hr):
 - Confirmed plans to attend post-secondary education in the fall and no previous summer experience with the Town of Lake Cowichan.

- **Level 2** (\$24.0680/hr):
 - Confirmed plans to attend post-secondary education in the fall **and** 1 or more summer experience with the Town of Lake Cowichan.

Skills

- Strong customer service and interpersonal skills with the ability to interact respectfully and courteously with the public, Council, staff, volunteers, contractors and other stakeholders.
- Strong problem-solving abilities and attention to detail.
- Ability to read work plans and prioritize tasks.

Competencies and Abilities

- Integrity and confidentiality
- Reliability and professionalism
- Collaboration and teamwork
- Adaptability and problem-solving