



| Village of Ryley – Job Description | | | |
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| Position: | Summer Student - PW | Date Written: | April 29, 2026 |
| Reports To: | Public Works Manager | Position starts: | Once a suitable candidate is found |

The Summer Student is responsible to the Public Works Manager for the maintenance of all aspects of Public Works and following safe work procedures.

Pay starts at \$20/hour

Schedule: Monday – Thursday 8:30 AM to 4:30 PM, 30 hours/week

RESPONSIBILITIES

- Operating and maintaining various machinery and buildings
- Performing a variety of safe and efficient manual labour-related duties
- Performing duties related to occupational health and safety, pursuant to federal, provincial & municipal legislation and policies
- Participating in toolbox meetings and Field Level Hazard Assessments, staff meetings and events.
- Performing general tasks related to Public Works as directed by the Public Works Manager
- Personal protective equipment to be worn as directed by the Public Works Manager

QUALIFICATIONS

- A very high degree of thoroughness, accuracy, and attention to detail
- Able to perform tasks independently and collaborate successfully with others
- Ability to comprehend verbal and written instructions effectively
- Possess the ability to maintain confidentiality
- Friendly personality; commitment to providing excellent customer service; effective interpersonal skills when dealing with customers, residents, and other staff
- Good organizational and planning skills

EDUCATION & EXPERIENCE

- Experience with grass maintenance equipment considered an asset
- Experience with small power tools considered an asset
- Mechanically Inclined
- Experience with physical labour duties considered an asset
- A minimum of grade 10 education
- Alberta Vehicle Operators Permit, GDL is acceptable
- Safety Conscious
- Steel-toed shoes or boots and coveralls required
- First Aid certification considered an asset