

SUMMER STUDENT / LABOURER

CURRENT LOCATION:	Carlton Comprehensive Public High School – Maintenance Services <i>(with the understanding that you are employed by the Saskatchewan Rivers Public School Division)</i>
POSITION:	Temporary Full-Time
STARTING DATE:	May 19, 2026 – or as mutually agreed upon
ENDING DATE:	August 28, 2026 – or as mutually agreed upon
POSTING DATE:	March 31, 2026
CLOSING DATE:	April 7, 2026, by 4:00 pm, or until a suitable candidate can be found
HOURS OF WORK:	May/June - 8.0 hours per day / 40.0 hours per week. (Monday to Friday) July/August - 10.0 hours per day / 40.0 hours per week. (Monday to Thursday, Friday off)
SALARY:	\$17.87 per hour

POSITION SUMMARY:

The Summer Student / Labourer supports Maintenance and Caretaking Services in the operation, maintenance, and improvement of the Carlton Comprehensive Public High School and grounds. This position assists with a range of maintenance, grounds, and facility-related tasks and works both independently and alongside trades and caretaking staff. Positions are typically filled by students during the summer break; however, non-student labourers will be considered.

REQUIREMENTS FOR THE POSITION:

- Minimum Grade 11.
- Valid Class 5 Driver's Licence.
- Completion of in-house safety training (CST) upon hire.
- Ability to work with minimal supervision.
- Ability to work effectively as part of a team and cooperatively with trades and contracted personnel.
- Basic experience using hand tools, power tools, and landscaping equipment.
- Ability to safely operate maintenance equipment (e.g., mowers, trimmers, and small equipment).
- Ability to perform physically demanding work, including lifting, carrying, and working on feet for extended periods (up to 100 lbs occasionally).
- Ability to follow instructions and complete assigned tasks in a timely manner.
- Ability to establish and maintain effective working relationships with staff, students, and the public, demonstrating tact and diplomacy.
- Ability to conduct oneself in a manner appropriate to an educational environment serving children, including maintaining strict confidentiality of school operations and student information.
- Knowledge of and ability to comply with Board policies, procedures, and occupational health and safety requirements.
- Ability to fulfill all other duties as outlined in the job description.

DUTIES INCLUDE:

- Grounds maintenance including grass cutting, trimming, weed control, landscaping, and general site cleanup.
- Interior and exterior painting.
- Assisting trades personnel with maintenance and repair work (carpentry, plumbing, electrical).
- Supporting caretaking staff with cleaning and facility-related tasks as required.
- Delivery support, material handling, and site setup/cleanup.
- Setup and takedown of equipment for events (e.g., track and field).
- Safe operation and care of tools, equipment, and assigned work areas.
- Following all safe work procedures and using required personal protective equipment (PPE).

WORKING CONDITIONS:

- Indoor and outdoor work in varying weather conditions.
- Physically demanding duties including lifting, bending, and prolonged standing/walking.
- Exposure to dust, noise, and typical maintenance environments.

OCCUPATIONAL HEALTH & SAFETY:

- Work in accordance with The Occupational Health and Safety Act and Regulations and division safety procedures.
- Participate in required safety training and orientations.
- Identify and report hazards, incidents, and unsafe conditions.
- Use required PPE and follow safe work practices at all times.

ADDITIONAL INFORMATION:

- Criminal Record Check and Vulnerable Sector Check required.
- Reports daily to Maintenance Services at Carlton Comprehensive High School; work may occur at various division sites.

QUALIFIED CANDIDATES MAY APPLY IN CONFIDENCE TO:

Human Resources
Saskatchewan Rivers Public School Division
545 – 11th Street East, Prince Albert, SK S6V 1B1 Fax: 306-763-4460
hr@srsd119.ca

Please follow the application procedure as outlined on our website at https://www.srsd119.ca/?page_id=4999

Only short-listed applicants will be contacted.