

JOB SUMMARY:

The Seasonal Parks General Labourer is responsible for supervising the seasonal Parks Maintenance program including: general maintenance duties, assisting with construction projects, cleaning the parks grounds and buildings, operating commercial mowers, small landscape related equipment and assisting with special functions.

IMMEDIATE SUPERVISOR:

- Parks and Recreation Lead Hand

SUBORDINATE POSITIONS:

- Parks Maintenance Summer Staff

JOB RESPONSIBILITIES:

- a) Responsible and accountable for delegating daily activities to Parks Maintenance Summer Staff
- b) Responsible and accountable for general maintenance, cleanup duties and safety checks associated with various Township owned lands and facilities.
- c) Operate light vehicles, commercial mowers, tractors, small grass cutting/hedge trimming machinery, power tools, radio communications equipment and other specialized seasonal maintenance equipment assigned by the Manager in accordance with Township policies and procedures.
- d) Responsible and accountable for providing general information to the public and assisting them with their concerns and complaints when possible.
- e) Assist with construction and landscape projects.
- f) Move supplies, picnic tables and equipment as directed.
- g) Clean washrooms, vault toilets, showers and other public use areas.
- h) Collect and dispose of garbage and litter as directed.

- i) Report any violation of Township rules/regulation on or in relationship to Township property to your supervisor
- j) Assist with setup, tear-down and the operation of special events and functions.
- k) Setting up seasonal operations as directed (i.e. clearing trails, cleaning equipment, trail and park signage, and setting up sports fields)
- l) Will perform his/her duties and ensure that assigned employees/volunteers work in accordance with the Township's Safety Policy and Procedures as well as the Occupational Health and Safety Act, including all applicable regulations.
- m) Perform other related duties as directed by the Parks and Recreation-Maintenance Technician or designate

JOB REQUIREMENTS:

Qualifications:

- a. Valid "G" Class Drivers license and driving record satisfactory to the Township
- b. Leadership experience in a building/park maintenance setting is mandatory.
- c. Experience in the following is a mandatory: small & heavy equipment operation, landscaping, turf maintenance.
- d. Knowledge in parks maintenance and sports field management is an asset.
- e. Working knowledge of Township properties and programs is an asset.
- f. First Aid and CPR training is required.

SKILLS

- a) Capacity to work both independently and in a team environment.
- b) Ability to adapt to the daily challenges associated with a busy work environment.
- c) Excellent communication and customer service skills.
- d) Ability to work in a variety of weather conditions.
- e) Ability to capitalize on cost saving opportunities and efficiencies

- f) Strong problem solving, conflict management and organizational skills
- g) Ability to develop, foster and sustain effective working relationships, provide leadership and direction to other Township staff and subordinates.
- h) Build, foster and sustain a positive public image.
- i) Capacity to operate a variety of landscape and park maintenance equipment.
- j) Capable of lifting equipment, tables and a variety of heavy objects.
- k) Strong organizational skills
- l) Ability to work flexible hours including overtime.

EFFORT

- Normal Workweek – 40 hours (Temporary Full-Time)
- Job requires mental alertness to ensure the safety of others
- Job requires moderate physical exertion
- Involves mental and visual concentration

WORKING CONDITIONS

- Working conditions contain moderate risks which require planned safety precautions for limited periods of time
- May be subject to inclement weather and/or weather extremes during the discharge of responsibilities
- Physical work including a variety of large and small equipment including the use of small tools, lawn maintenance equipment and tractors
- Considerable periods of standing/sitting
- Moderate to heavy lifting, pushing, pulling at times

Approved by:

By: _____
CAO

On: _____

Created : January 2002.
Revised: January 2010
 February 2013