



## TOWNSHIP OF GUELPH/ERAMOSA

**DEPARTMENT:** Parks and Recreation  
**TITLE OF POSITION:** Seasonal Parks General Labourer

1. JOB SUMMARY:

The Seasonal Parks General Labourer is responsible to the Parks and Recreation-Maintenance Technician 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.

2. STATUS:

Seasonal Full-Time

3. HOURS:

40 hour week, On-Call duties as required

4. IMMEDIATE SUPERVISOR:

Parks and Recreation-Maintenance Technician

5. TITLES OF POSITIONS REPORTING TO THIS POSITION:

Parks Maintenance Summer Staff.

6. RESPONSIBILITIES:

- a) Responsible and accountable for delegating daily activities to Parks Maintenance Summer Staff
- a) Responsible and accountable for general maintenance, cleanup duties and safety checks associated with various Township owned lands and facilities.
- b) 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.
- c) Responsible and accountable for providing general information to the public and assisting them with their concerns and complaints when possible.
- d) Assist with construction and landscape projects.
- e) Move supplies, picnic tables and equipment as directed.
- f) Clean washrooms, vault toilets, showers and other public use areas.
- g) Collect and dispose of garbage and litter as directed.
- h) Report any violation of Township rules/regulation on or in relationship to Township property to your supervisor
- i) Assist with setup, tear-down and the operation of special events and functions.

- j) Setting up seasonal operations as directed (i.e. clearing trails, cleaning equipment, trail and park signage, and setting up sports fields)
- k) 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.
- l) Perform other related duties as directed by the Parks and Recreation-Maintenance Technician or designate

7. EQUIPMENT, MACHINES AND TOOLS USED:

Commercial tractors and attachments, pickup truck, single axle one ton dump pick-up, commercial mowers, push mowers, hedge trimmers, grass trimmers, sports field painter, power tools, bench tools.

8. EDUCATIONAL REQUIREMENTS:

The Seasonal Parks Maintenance Supervisor will possess a valid driver's license and posses some experience in parks maintenance and customer service.

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

9. JOB REQUIREMENTS:

The following abilities are critical to the position of Seasonal Parks Maintenance Supervisor/General Labourer:

- 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) Develop, foster and sustain effective working relationships with other Township staff.
- 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.

**Approved:**

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**By:**

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**Date:**

*Revised: January 2010*