

JOB SUMMARY:

To provide general maintenance and repairs to all municipal park assets and facilities and to provide maintenance and repair to all equipment within the Parks and Recreation Department. To complete regular risk management inspections related to Township assets.

IMMEDIATE SUPERVISOR:

Parks and Recreation Foreman

STATUS:

Temporary Full-time

HOURS

40 hours per week, On-Call duties as required

TITLES OF POSITIONS REPORTING TO THIS POSITION:

Summer Students

KEY DUTIES & RESPONSIBILITIES:

- a) Responsible and accountable for conducting general maintenance and repair to all municipally owned facilities and/or co-ordinate through a trade person the repair of said 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.
- c) Assist with supervision of all Park Summer Staff.
- 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, showers and other public use areas.
- h) Collect and dispose of garbage and litter as directed.
- i) Assist with setup, takedown 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) Responsible and accountable for completing and documenting regular playground safety and risk management checks associated with various Township owned lands and facilities.
- l) Equipment repair and maintenance or co-ordinates through a trade person the repair of said equipment.
- m) 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.
- n) Perform other related duties as directed by the Parks & Recreation Foreman or designate


EDUCATIONAL REQUIREMENTS

- a) Ontario Secondary School Diploma or equivalency.
- b) Post- Secondary Education related to Parks and Recreation, facility management, forestry, turf management or cemetery operations

QUALIFICATIONS:

- a) Certified Pool Operator (CPO) designation an asset.
- b) Minimum Class G Ontario Driver's License in good standing required; Class D-Z License an asset
- c) Knowledge of facility operations including facility automation, electrical, plumbing, security, building maintenance and risk management gained through experience in property/building maintenance
- d) Experience operating a wide variety of landscape and park maintenance equipment is mandatory
- e) First Aid and CPR training is required
- f) Chainsaw fall arrest and confined space entry certification training would be an asset.
- g) Electrical, plumbing, painting, dry walling and carpentry experience an asset.
- h) Experience in park maintenance and sports field management is an asset.
- i) Working knowledge of the Township properties and programs is an asset.

Approved by:

By:  _____
CAO

On: February 3/20 _____

Updated: February 2019
February 2020

