



JOB DESCRIPTION

PARKS MAINTENANCE SUMMER STAFF

JOB SUMMARY:

The Parks Maintenance Summer Staff is responsible to the Parks and Recreation Maintenance Technician or their designate for performing general maintenance duties, assisting with construction projects, cleaning the park grounds and buildings, operating small grass cutting equipment and assisting with special functions.

IMMEDIATE SUPERVISOR:

- Parks and Recreation Lead Hand

SUBORDINATE POSITIONS:

- None

JOB RESPONSIBILITIES:

- a. Responsible and accountable for general maintenance, cleanup duties and safety checks associated with various Township owned lands and facilities.
- b. Operate light vehicles, large mowers, tractors, small grass cutting/hedge trimming machinery, power tools, radio communications equipment and other specialized seasonal maintenance equipment assigned by the Supervisor in accordance with Township policies and procedures.
- c. Responsible and accountable for providing general information to the public and assisting 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/regulations 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.

JOB REQUIREMENTS:

Qualifications:

- a. Valid "G" Class Drivers license and driving record satisfactory to the Township.
- b. Experience in one or more of the following is a definite asset: small & heavy equipment operation, landscaping, turf maintenance, construction and janitorial duties.
- c. Interest in parks maintenance and sports field management is an asset.
- d. Working knowledge of the Township properties and programs is an asset.
- e. First Aid and CPR training is an asset.

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. Capacity to operate a variety of landscape and park maintenance equipment.
- d. Ability to work in a variety of weather conditions.
- e. Capable of lifting equipment, tables and a variety of heavy objects.
- f. Strong organizational skills.
- g. Capitalize on cost saving opportunities and efficiencies.

- h. Develop, foster and sustain effective working relationships with other Township staff.
- i. Build, foster and sustain a positive public image.

EFFORT

- Normal Workweek – 40 hours (Temporary Full-Time) with rotating weekends
- 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 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: March 5/19 _____

Created : January 2002.
Revised: February 2019