



## JOB DESCRIPTION

<b>Job Title:</b> Parks and Facilities Assistant (Student)	<b>Last Revision Date:</b> Dec 2022
<b>Reports to:</b> Director of Parks, Recreation & Facilities	<b>Approved by:</b> Council
<b>Wage Level:</b> \$15.50/hr	<b>Effective Date:</b> May/June 2023 – September 2023

**Job Summary:** The Parks & Facilities Assistant is responsible assisting with the general operations and maintenance of Municipal Parks and Facilities. This includes cleaning, repairs, and various kinds of maintenance of municipal properties.

### Duties & Responsibilities:

- Responsible for conducting general maintenance work:
  - Seasonal parks maintenance
  - Recreational facility maintenance
  - Emptying garbage cans, litter pickup, and other facility cleaning
  - Painting and maintaining various parks and facilities equipment (benches, tables, cans etc.)
  - Aide with completion of minor upgrade/repair projects
- Assist with sports field maintenance, such as ball diamonds, tennis courts, and soccer fields
- Coordinate the cleaning of public change rooms within park facilities
- Assist with beach and shoreline maintenance when required; install, remove, and maintain dock-installs and maintain the boat launch and dock
- Assist with horticultural work, including tree and garden maintenance and removal as necessary
- Work weekends during peak parks season to ensure parks are maintained at a high standard for users
- Ability to interact effectively and courteously with all levels of staff and public service in a Customer Service focused environment; build cooperative, collaborative working relationships with internal and external customers
- Perform all other duties as assigned
- Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*



**Skills & Knowledge:**

- Good interpersonal skills
- The ability to work independently and in a team environment
- Must be able to perform job related duties which include lifting, carrying, pushing, and pulling heavy objects- up to 20 kgs
- Experience operating all types of hand and power tools and motorized equipment, such as lawnmowers, power trimmers, rototiller, etc. is an asset

**Education & Experience:**

- Must possess and maintain a valid Class "G2" driver's license
- Training in a relevant field such as Horticulture, Carpentry, or Recreation etc. would be an asset
- Must be currently enrolled in full-time studies; and returning to full-time studies in the following school term

**Work Environment:**

This position will be five shifts per week Monday to Sunday 7:00 am – 3:30 pm. Must be physically fit to perform the essential duties of the job.

*This job description is intended to summarize the responsibilities of the job and is not a comprehensive list of all duties to be performed.*