



Job Description

Job Title: Parks and Facilities Operator	Last Revision Date: March 2023
Reports to: Director of Parks, Recreation, and Facilities	Approved by: Council
Wage Level: Grid 3 – \$25.08 – \$29.79 (2023 Rates)	Effective Date: Immediate – Full-time

Job Summary: The Parks & Facilities Operator is responsible for the 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:
 - Completion of minor upgrade/repair projects.
 - Emptying garbage cans, litter pickup, and other facility cleaning
 - Seasonal parks maintenance.
 - Recreational facility maintenance.
 - Seasonal maintenance for walkways, entrances, and de-icing.
 - Aide Lead Hands with completion of larger in-house projects.
- Perform sports field maintenance, such as ball diamonds, tennis courts, and soccer fields, coordinate the cleaning of public spaces at park and municipal facilities.
- Perform general facilities maintenance activities such painting, minor repairs, waxing floors, and installation of wall hangings.
- Assist with beach and shoreline maintenance as and when required; install, remove, and maintain dock-installs and maintain the boat launch and dock.
- Perform with horticultural work, including tree maintenance and removal as necessary.
- Work weekends during peak parks season days to ensure parks at maintained at high standard for park 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.
- Discusses plans, priorities and work scheduled with the Lead Hand and/or Supervisor.
- 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.
- Parks and Recreation, Janitorial, Landscaping, Carpentry, or Equipment experience would be considered an asset.

Education & Experience:

- Diploma or Formal Training in a relevant field Horticulture, Carpentry, or Recreation etc.
- Basic Refrigeration certificate and/or Certified Ice Technician (CIT) certificate and/or Certified Parks Technician (CPT) certificate would be an asset.
- Secondary School Diploma
- "G" Class License

Work Environment:

This position will be five shifts per week Monday to Sunday 7:00 am – 3:30 pm, 40hrs a week during the summer months however, hours may vary slightly depending on demand and event. Winter hours may vary depending on facility demands. 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.

Application Deadline:

The Municipality of South Dundas is an equal opportunity employer and encourages applications from all qualified individuals. During the recruiting process, accommodation for applicants with disabilities is available upon request.

Applications will be accepted until April 14, 2023, at 2:00 pm. Please send resume to hr@southdundas.com or by mail to 34 Ottawa Street P.O. Box 740, Morrisburg, ON K0C1X0. We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act*, RSO 2001, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.