

Job Description
Seasonal Recreation and Facilities Labourer

Position: Seasonal Recreation and Facilities Labourer	
Reports To: Director of Recreation and Facilities	DATE: January 9 th , 2019
This Position Is: <input type="checkbox"/> New <input type="checkbox"/> Existing <input checked="" type="checkbox"/> Revised	

Job Summary:

The Seasonal Recreation and Facilities Labourer is responsible to provide assistance to the Director of Recreation and Facilities and Maintenance Supervisor with the ongoing maintenance and repair of municipal parks and properties.

Duties and Responsibilities:

- Conducts routine clean-up and garbage removal from all cemeteries, parks and beach areas daily.
- Assists with minor routine maintenance and required inspections at Municipal facilities.
- Provides information to visitors in a positive, courteous and professional manner.
- Provides grass cutting and maintenance services at numerous locations including but not limited to: facilities, cul-de-sacs, parks, beaches and several areas within the Hamlet of Buckhorn.
- Works cooperatively with volunteers and other staff to ensure parks and other facilities are safe and available to the public.
- Assist with the enforcement of municipal by-laws related to park properties.
- Daily/weekly maintenance of playground areas and assists with inspections.
- Ensures all work is performed in accordance with regulations, policies and procedures.
- Perform other duties as assigned by the Director of Facilities and Recreation or Maintenance Supervisor.

Qualifications:

- High School Diploma;
- Knowledge of basic building maintenance and ability to use various hand and power tools;
- Ability to maneuver trucks, trailers and equipment safely and efficiently;
- Knowledge of landscaping tools, equipment, and lawn maintenance equipment;
- Ability to operate grass cutting and trimming equipment;
- Strong Health and Safety awareness;
- First Aid/CPR Certification is an asset;
- Must be available to work weekends and holidays;
- Valid Ontario Driver's Class 'G' License with a clean driver abstract.

Key Competencies:

- Ability to cope with several different requests and subjects simultaneously;
- Attention to detail and accuracy in work;
- Ability to learn new skills;

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- Initiative and good judgement with limited supervision;
- Excellent communication and public relations skills;
- Self-motivated with the ability to multi-task;
- Ability to work in a team environment or independently.

Health and Safety:

All Employees are responsible to be aware of, understand and follow Occupational Health and Safety regulations by taking reasonable precautions to protect themselves and fellow workers from health hazards and unsafe situations. Employees are required to follow any Health and Safety policies and procedures established by the Municipality.

Supervision:

This position does not require the incumbent to supervise or direct the work of others.

Contacts:

Internal: Has limited contact with all employees and Council.

External: With the general public, contractors, private businesses, community hall volunteers and persons at other municipal buildings.

Work Environment:

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

- Frequent travel around the municipality to municipal buildings, parks etc. as well as regularly working outdoors, potentially in temperature extremes and less than desirable conditions;
- Works in an environment that is subject to interruption and demands accuracy, attention to detail and multi-tasking;
- Tasks are somewhat diverse and some interpretation is required;
- 35-hour work week and may require occasional overtime to deal with operations and emergency situations;
- Works within the administrative policies and procedures of the Municipality;
- Occasionally required to deal with minor conflicts/complaints;
- Frequent exposure to minor disagreeable working conditions and occasional exposure to major disagreeable conditions.

Physical Demands:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing the responsibilities of the job, the employee is required to talk and listen. There is a moderate degree of physical skills, coordination and speed required. Frequently performs intricate or repetitive tasks. Typical activities include lifting (minimum of 50 lbs.),

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reaching, sitting in vehicles, standing, walking, considerable visual attention to details. This job has some capability to control interruptions and pace of work.

Impact of Error:

- Errors would result in duplication of effort, loss of revenue, unsafe facilities, additional cost and possible cancellation of programs and events;
- Failure to carry out directions could create a health hazard and cause legal and financial problems for the municipality and create unfavourable public relations and create a negative image of the Municipality;
- Financial impact could occur if accuracy is not a top priority;
- Failure to follow proper work procedures could create hazards for other employees, volunteers and members of the public;
- Decisions have an impact on the work of others within the department.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

I have read the job description and understand the job requirements of this position and the expected standards of performance.

Employee

Date