

Job Description
Seasonal Recreation and Facilities Labourer

Position: Seasonal Recreation and Facilities Labourer		
Reports To: Director of Recreation and Facilities		DATE: January 20, 2026
This Position Is: <input type="checkbox"/> New <input type="checkbox"/> Existing <input checked="" type="checkbox"/> Revised		

Job Summary:

Under the direction of the Director of Recreation and Facilities and Maintenance Supervisor, the Seasonal Recreation and Facilities Labourer is responsible for maintaining and repairing recreation areas such as, but not limited to, parks, beaches, facilities, community centers, and boat launches, with a focus on quality customer service and continuous improvement processes.

Duties and Responsibilities:

- Operate and maintain a range of vehicles and maintenance equipment such as pickup trucks, riding mowers, grass trimmers, leaf blowers, chainsaws, and a variety of hand and power tools in accordance with departmental policies.
- Provide grass cutting and lawn maintenance at various municipal parks and facilities.
- Provide gardening maintenance including watering, pruning, removing, planting, mulching, weeding, and fertilizing at municipal parks, facilities, and roadsides.
- Transport and handle bulk landscape materials such as soil, gravel, stone, mulch, brush, logs including but not limited to; wheelbarrowing, shoveling, and raking.
- Conduct daily inspections and maintenance, including thorough clean-up, garbage collection, washroom cleaning, repairs, and routine maintenance services at recreation areas.
- Assist in the construction and renovation of recreation areas and landscaping features.
- Conduct regular inspections at municipal facilities and playgrounds.
- Perform building maintenance functions including sweeping, cleaning/washing, and minor repairs such as painting, touch-ups, etc.
- Complete appropriate work records and related documents such as time sheets, inspection reports, and work orders.
- Assist with enforcing Municipal by-laws and parking regulations at recreation areas and parking lots.
- Represent the Municipality of Trent Lakes in a professional and courteous manner when providing information and support to the public, volunteers, and staff.
- Monitor and report on inventory levels for maintenance supplies and equipment, ensuring timely replenishment.
- Diffuse situations involving wildlife such as removal or isolating the public as directed.
- Ensure that all work is compliant with regulations, policies, and procedures.
- Perform other duties as assigned by the Director of Recreation and Facilities and Maintenance Supervisor.

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Qualifications:

- Grade 12 or equivalent.
- Valid Ontario Driver's Class 'G' License with a clean driver abstract.
- Must be available to work weekends and holidays.
- Strong Health and Safety awareness.
- Physically fit and able to perform strenuous work such as lifting, climbing, and moving heavy items (approx. 75 lbs.), involving repetitive movement and considerable effort, while performing the work assigned in a safe manner.
- Experience in parks and recreation operations and/or maintenance is an asset.
- Heavy equipment experience is an asset.
- Ability to maneuver trucks, trailers, and equipment safely and efficiently.
- Knowledge and ability to operate landscaping and grass cutting equipment.
- Knowledge of basic building maintenance and ability to use various hand and power tools.
- Ability to use a computer, tablet or smartphone to complete electronic work orders and communicate with colleagues.
- First Aid/CPR Certification is an asset.
- Working at Heights Certification is an asset.
- Valid Chainsaw Operator Certificate is an asset.

Key Competencies:

- Ability and willingness to work in varying weather conditions.
- Demonstrate pride in workmanship by ensuring tasks are completed to a high standard of quality and care.
- Respond positively to constructive criticism and use it as an opportunity for growth and skill development.
- Ability to work independently and at times in a team environment.
- Ability to perform strenuous tasks outdoors, with the potential for rough terrain and adverse weather conditions.
- Attention to detail and accuracy in work.
- Able to carry out verbal and written instructions.
- Strong initiative and good judgement with limited supervision.
- Self-motivated with the ability to multi-task.
- Excellent communication and public relations skills.
- Ability to learn new skills.

Health and Safety:

All Employees are responsible for being aware of, understanding, and following 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.

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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, volunteers, and people at other municipal buildings.

Working Conditions:

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

- Must be willing to work from the required location in Trent Lakes, subject to change, with frequent travel around the Municipality as assigned.
- Working regularly outdoors, often exposed to less than desirable conditions with occasionally extreme temperatures.
- 40-hour work week may require overtime to deal with operations and emergencies.
- Works in a diverse environment that is subject to interruption and interpretation is required for accuracy.
- Works within the administrative policies and procedures of the Municipality.
- Occasionally required to deal with minor conflicts/complaints.

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 provided 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, stamina, and speed required. Frequently perform intricate or repetitive tasks. Typical activities include lifting (minimum of 75 lbs.), reaching, kneeling, bending, sitting in vehicles, standing, walking, and considerable visual attention to detail for extended periods. This job has a minor capability to control interruptions and pace of work.

Impact of Error:

- Errors would result in duplication of effort and inefficiencies in departmental processes.
- Errors may have legal implications for the Municipality, harming public image.

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- Financial impact, loss of revenue, and additional costs could occur if inaccurate work is performed.
- Hazards may arise from failure to adhere to proper work procedures, putting employees, volunteers, and the public at risk in facilities and open spaces.
- 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. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position. In order to meet the needs of the Municipality of Trent Lakes, employees may be assigned other duties, in addition to or in lieu of those described above. Duties are subject to change at any time.

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

Employee

Date