

Job Description
Seasonal Recreation and Facilities Labourer

Position: Seasonal Recreation and Facilities Labourer	
Reports To: Director of Recreation and Facilities	DATE: January 15, 2024
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 for maintaining and repairing municipal parks and properties under the direction of the Director of Recreation and Facilities and Maintenance Supervisor.

Duties and Responsibilities:

- Provides grass cutting and gardening maintenance to support the beautification of recreation areas such as, but not limited to, parks, beaches, facilities, community centers, and boat launches.
- Conducts thorough clean-up, garbage collection, and routine maintenance services at recreation areas.
- Assists in conducting inspections at municipal facilities and playgrounds.
- Frequent use and safe handling of hand and power tools, gas and electric equipment to complete tasks.
- Assist with enforcing Municipality by-laws and parking regulations at recreation areas and parking lots.
- Provides professional information and courteous support to the public, volunteers, and staff.
- Ensures 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.

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.
- 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.
- Valid Chainsaw Operator Certificate is an asset.
- First Aid/CPR Certification is an asset.

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Key Competencies:

- Ability to work in a team environment or independently.
- Attention to detail and accuracy in work.
- 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 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, 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.

- 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 occasional extreme temperatures.
- 40-hour work week that may require occasional 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 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, stamina, and speed required.

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Frequently performs intricate or repetitive tasks. Typical activities include lifting (minimum of 50 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.
- 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. 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