

  <b>Job Description</b>	<b>Position:</b> Parks, Recreation and Facilities Attendant – Permanent Part Time	<b>Page:</b> 1 of 3
	<b>Dept.:</b> Parks & Recreation <b>Grade:</b> 5 <b>Step:</b> 1 <b>Period:</b> 24-40 hours weekly as scheduled	<b>Reports to:</b> Manager of Parks, Recreation and Facilities
	<b>Effective:</b> ASAP	<b>Revision Date:</b> 02/23/26

**PRIMARY FOCUS**

Reporting to the Manager of Parks, Recreation and Facilities, and the Lead Hand of Parks, Recreation and Facilities this position works with limited supervision, performs a variety of semi-skilled work tasks, performs all necessary duties to ensure that assigned area(s) of responsibility are always kept clean and safe; assists in all aspects of work related to the day-to-day operations of the Township owned facilities and performs related duties as assigned.

<b>SCOPE</b>	
<p><b><u>Supervisory Accountability</u></b></p> <p><i>Direct Reports:</i></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p><i>Indirect Reports:</i></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>	<p><b><u>Key Contacts</u></b></p> <p><i>Internal:</i></p> <ul style="list-style-type: none"> <li>• Manager of Parks, Recreation and Facilities</li> <li>• Lead Hand of Parks, Recreation and Facilities</li> </ul> <p><i>External:</i></p> <ul style="list-style-type: none"> <li>• Members of the public</li> </ul>
<b>CORE JOB REQUIREMENTS</b>	
<p><b><u>Educational requirements</u></b></p> <ul style="list-style-type: none"> <li>• Secondary School Diploma</li> <li>• Basic Refrigeration Certificate or willing to obtain within 12 months of hire</li> </ul>	<p><b><u>Technical skill requirements</u></b></p> <ul style="list-style-type: none"> <li>• Use of ice resurfacer, edger and various power/hand tools</li> <li>• Use of property maintenance equipment (mowers, trimmers, blowers etc.)</li> </ul>

<ul style="list-style-type: none"> <li>• Certified Ice Technician is considered an asset</li> <li>• Certified Grounds Technician is considered an asset</li> </ul> <p><b><u>Related experience requirements</u></b></p> <ul style="list-style-type: none"> <li>• Experience using an ice resurfacer and edger is an asset</li> <li>• Experience in a municipal park maintenance program is an asset</li> <li>• Experience as a practicing gardener</li> <li>• Demonstrated ability to operate related equipment safely and efficiently</li> </ul> <p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>• A valid Class G Ontario Driver's License</li> <li>• Satisfactory Criminal Reference Check is required.</li> </ul>	<p><b><u>Interpersonal skill requirements</u></b></p> <ul style="list-style-type: none"> <li>• Ability to work independently or as a member of a team</li> <li>• Strong customer service</li> <li>• Ability to multi-task</li> <li>• Positive, professional, and enthusiastic demeanor</li> <li>• Strong organizational and decision-making skills.</li> </ul> <p><b><u>Working Conditions</u></b></p> <ul style="list-style-type: none"> <li>• Must be able to work at a quick pace, while concentrating and following multiple directions at once as work area is often noisy / crowded</li> <li>• Work area is generally noisy and crowded</li> <li>• Ability to work weekends, rotating shifts, and holidays</li> <li>• Ability to perform all work activities such as heavy lifting and repetitive movements.</li> <li>• Working in hot dry conditions with extensive exposure to all weather elements</li> <li>• Working in cold conditions for extended periods of time.</li> </ul>
---	--

**JOB RESPONSIBILITIES**

**I. Managerial/Supervisory Responsibilities:**

- At times, will provide mentorship to seasonal staff.

**II. Functional Responsibilities:**

**Arena**

- Clean all areas of the Keeler Centre such as hallways, entrances, foyer, bleachers, upstairs hall, dressing rooms, maintenance room and arena grounds etc.
- Operate the ice resurfacing machine and all related equipment.
- Operating, maintaining and facilitate repair of ice making equipment.
- Set up and take down of various set ups for a variety of facility activities and functions.
- Supervising all activities on the ice/arena floor.
- Seasonal maintenance of the arena including minor repairs, painting and start up and shut down of ice making system.

- Running the canteen when necessary.
- Assist with user groups for events and festivals.
- Other duties as assigned.

**Parks**

- Assist with maintaining flower beds, trees, shrubs, trails, turf areas, irrigation systems.
- Maintain and inspect playgrounds, parks and playing fields, including, but not limited to, weeding, mowing grass, litter pickup, pruning, fertilizing, repairs etc., as required.
- Use and maintain all landscaping equipment such as ride on lawnmower, push mower, tiller, truck, and other landscaping equipment.
- Other duties as assigned.

**Facilities**

- Clean all areas as assigned.
- Minor plumbing and carpentry repairs.
- Set up and take down of various events.
- Drywall repair and painting.
- Other duties as assigned.

**Health & Safety**

- Ensure all PPE is worn and used appropriately
- Notify the Manager of any defects or hazards that are encountered.
- Reference and help ensure adherence to OHSA.

**APPROVALS**

\_\_\_\_\_  
CAO (or designate)

\_\_\_\_\_  
Date

I acknowledge that I have read and understand the contents of this job description and agree to perform the responsibilities as described herein.

\_\_\_\_\_

\_\_\_\_\_  
Date