

**JOB TITLE:** Casual - Parks

**CLASSIFICATION:** Casual, Unionized

**DEPARTMENT:** Parks and Maintenance

**REPORTS TO:** Parks and Maintenance Manager

### **POSITION SUMMARY**

This position is to assist with work within the Parks and Maintenance Department, as required. This will be a casual position, with no minimum guaranteed hours.

### **DUTIES and RESPONSIBILITIES**

1. Maintains the Corporation of the Municipality of Magnetawan's parks and recreational facilities, which may include water sampling, under the direction of the Parks and Maintenance Manager.
2. Operates most pieces of municipal Parks equipment: pick-up truck, grass mowers, weed-trimmers, etc. Some manual tasks will be required also.
3. Completes daily time sheets and maintains appropriate log books such as fuel, equipment maintenance, hours of service, diary etc.
4. Maintains a high level of customer service. Deals with contacts in a courteous, polite and efficient manner and maintains effective and co-operative liaisons with other staff.
5. Develops and maintains a thorough knowledge of the Municipality's Health and Safety Policy, OHS and other applicable Provincial legislation.
6. Performs inside and outside maintenance operations to facilities. Duties pertaining to the Community Centres and Pavilion include, but are not limited to:
  - a. Grass cutting
  - b. Landscaping
  - c. Gardening
  - d. Custodial Duties which include: Community Centres/Pavilion set up for various functions
  - e. Painting
7. Performs general maintenance duties in the following areas, but not limited to same;
  - a. Ice rink maintenance
  - b. Buildings and facilities
  - c. Cemeteries
  - d. Parks and playgrounds
  - e. Sports fields
  - f. Beach and shoreline
  - g. Locks and docks
  - h. Security (locks and keys)
  - i. Horticultural work
  - j. Grass cutting and turf maintenance
  - k. Sidewalk maintenance
  - l. Snow shovelling
  - m. Other duties as assigned

## **SUPERVISION REQUIREMENTS**

No supervision requirements for this position.

## **CREDENTIALS/EXPERIENCE REQUIRED**

1. Must be reliable and energetic
2. Must be able to work weekends
3. Must be able to work with minimal supervision with great initiative
4. Ability to work with public
5. Demonstration of strong communication and public relations skills
6. Must have a clean current Police Records Check and maintain same. Any and all changes must be disclosed to the Municipality immediately.
7. Must be able to provide two (2) written references
8. Familiar with lawn/grounds keeping equipment – summer
9. Must have own transportation with a valid “G” Ontario Driver’s License
10. Must have clean current Driver’s Abstract and maintain same. Any and all changes must be disclosed to the Municipality immediately.
11. Appropriate outdoor/indoor working attire required
12. CSA approved footwear required
13. Ability to work with tact and discretion
14. Willingness to receive leadership, guidance and direction
15. Exhibits courtesy, co-operation and a positive, helpful approach in response to enquiries, bookings and the investigation of complaints

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

1. Must be in good physical health, and capable of performing all work, including occasional lifting, pushing and pulling heavy objects, working with various chemicals and working in confined spaces.
2. Work in all types of weather, times, and environmental conditions including heat, cold, rain etc.
3. Required to operate or drive equipment for extended periods of time.
4. Shift work and overtime required through an overtime sharing process. Work is subject to unusual and unscheduled hours. This may include evenings and weekends as work load fluctuates.
5. Must wear required Personal Protective Equipment (PPE) (CSA approved safety footwear and Hi-Viz type Class 3 traffic vest). This PPE must not be altered in any way and be in good working condition.