

**PARKS/MAINTENANCE ASSISTANT  
JOB DESCRIPTION**

**DUTIES and RESPONSIBILITIES**

1. Maintains the Corporation of the Municipality of Magnetawan's parks and recreational facilities, which may include water sampling and water systems, under the direction of the Parks and Maintenance Manager.
2. Operates all pieces of municipal Parks equipment, including two-ton truck with plough, pick-up truck, grass mowers, snow blowers, weed-trimmers, etc. Some manual tasks will also be required.
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, OHSA 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. 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 current Police Records Check
7. Must be able to provide two (2) written references
8. Familiar with lawn/grounds keeping equipment – summer and winter
9. Must have own transportation with a valid “G” Ontario Driver’s License
10. Must have clean current Driver’s Abstract
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 CONIDITIONS**

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.