

JOB TITLE: Parks/Maintenance Working Lead Hand **CLASSIFICATION:** Full Time, 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 under the direction of the Parks and Maintenance Manager (PMM) and assists the PMM in overseeing and providing supervision for the day-to-day activities and operations of the Parks and Maintenance Department and cemeteries, as required, and directed by the PMM. This position is full-time consisting of 40 hours a week, as per the Collective Agreement.

DUTIES and RESPONSIBILITIES

1. Maintains the Corporation of the Municipality of Magnetawan's parks and recreational facilities, including monthly water sampling and maintaining water systems, under the direction of the PMM
2. Operates all pieces of municipal Parks equipment, including two-ton trucks with plough, pick-up trucks, tractors, grass mowers, snow blowers, weed-trimmers, etc. Some manual tasks will be required also.
3. Completes daily time sheets and maintains appropriate logbooks 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. Coordinate with the Parks and Maintenance Manager on daily tasks and projects for parks crew members
7. 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 and turf maintenance
 - b) Landscaping, gardening and/or horticultural work
 - c) Custodial Duties which include: Community Centres/Pavilion set up for various functions
 - d) Painting
 - e) Ice rink maintenance
 - f) Buildings and facilities
 - g) Cemeteries
 - h) Parks and playgrounds
 - i) Sports fields
 - j) Beach and shoreline
 - k) Locks and docks
 - l) Security (locks and keys)
 - m) Sidewalk maintenance
 - n) Snow shovelling
 - o) Performs minor mechanical repairs

8. Other duties as assigned.

SUPERVISION REQUIREMENTS

The Parks and Maintenance Working Lead Hand shall provide supervision and day to day direction to the Parks Crew under the direction of the Parks and Maintenance Manager.

CREDENTIALS/EXPERIENCE REQUIRED

1. Must be reliable and energetic
2. Must be able to work weekends
3. Must have supervisory experience
4. Must be able to work with minimal supervision with great initiative
5. Ability to work with public
6. Demonstration of strong communication and public relations skills
7. Must have a clean current Police Records Check and maintain same. Any and all changes must be disclosed to the Municipality immediately.
8. Must be able to provide two (2) written references
9. Familiar with lawn/grounds keeping equipment – summer and winter
10. Must have own transportation with a valid “G” Ontario Driver’s License
11. Must have clean current Driver’s Abstract and maintain same. Any and all changes must be disclosed to the Municipality immediately.
12. Must have Small Water Systems Certificate or willingness to obtain within six months of hire.
13. Must be mechanically inclined
14. Appropriate outdoor/indoor working attire required
15. CSA approved footwear required
16. Ability to work with tact and discretion
17. Willingness to receive leadership, guidance and direction
18. 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 lifting of 25 kg, 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 workload 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.