



The TOWNSHIP of
NORTH DUMFRIES

THE CORPORATION OF THE TOWNSHIP OF NORTH DUMFRIES
Job Posting

Position: Recreation Maintenance Staff (Unionized Position)
Status: Part-Time – September 2021 until May 2022
Reports to: Facility Supervisor
Department: Community Services
Location: Various

Job Summary:

Applications are being accepted for the part-time position of Recreation Maintenance Staff within the Community Services Department. Reporting to the Facility Supervisor, the successful candidate will perform functions in accordance with established standard operating procedures, departmental and corporate policies, sound safety and construction principles and practices, and applicable codes, with a focus on quality customer service and continuous improvement processes.

Duties:

- Involved in;
 - Parks/trails maintenance (including small grass cutting, watering, weeding, etc.)
 - Sports fields (field lining, net replacement, baseball set-up i.e. grooming/lining, etc.)
- Janitorial and maintenance duties within and outside of facilities
- Responsible for working with tools, ladders, and maintenance/janitorial supplies as directed
- Net pegging and minor ice maintenance
- Minor building maintenance duties (i.e. painting, glass cleaning, etc.)
- Public skate patrolling
- Ensures that parks and facilities are maintained in a safe, clean and attractive condition
- Ability to work in adverse conditions with potential for high risk physical hazards when working with gas and chemicals in compliance with Health and Safety Regulations and W.H.M.I.S.
- Remove and/or flag obstacles hazardous to employees or the public or that interfere with the safe operation of vehicles or equipment, and duly note and report such conditions to a Lead Hand or Supervisor
- Ensures that Occupational Health and Safety practices, policies and procedures are strictly followed
- Ensures that fire prevention practices and regulations are adhered to staff and patrons
- Other duties as reasonably assigned

Minimum Qualifications:

- Secondary school education or equivalent combination of education and experience
- Comfortable on the ice
- Familiar with hand tools, small grass cutting machines, weeding, trimmers, lining machines and ice operations equipment
- Good safe work practices
- Effective communication skills, both oral and written, customer service and problem-solving skills

- Proficient time management skills and flexibility in adjusting between a variety of duties
- Ability to work with minimal supervision and as part of a team
- Must be a reliable self-starter and undertake all aspects of the job thoroughly and willingly
- Ability to perform a variety of physical activities including; lifting (15 to 25 pounds), digging, shoveling, raking and climbing ladders and be able to actively participate in daily activities and working in potentially adverse weather conditions (including heat, cold, rain or snow)
- Standard First Aid, CPR, AED and W.H.M.I.S. training (or willing to obtain)
- Valid Class G driver's license (experience in driving at UTV is essential)
- Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their licence is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The Township of North Dumfries will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirements.
- Acceptable Police Records Check including: Vulnerable Sector Screening

Preferred Qualifications (any of the following):

- Prior experience working in a maintenance position that includes inside (janitorial duties) and outside (i.e.. trimming, weeding, line painting, grooming of diamonds, etc.)
- Demonstrated knowledge of ice maintenance and net pegging

Hourly Rate: \$15.02 per hour, or as per CUPE requirements

Hours per Week: up to 24 hours per week – rotating shift work, including weekends (shift start as early as 6:30 a.m.) & evenings (shift end as late as 12:00 a.m.). *Note: Hours are subject to change based upon programming.*

Please forward your detailed resume in confidence by **3:00pm on Wednesday, November 3, 2021**

Brook Johnstone, Parks & Facilities Supervisor
 The Township of North Dumfries
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Date of Posting: Tuesday, October 5th, 2021

Closing of Posting: Wednesday, November 3rd, 2021

Potential Position Start Date: November 2021