



The TOWNSHIP of
NORTH DUMFRIES

THE CORPORATION OF THE TOWNSHIP OF NORTH DUMFRIES
External Job Posting

Position: Recreation Maintenance Seasonal Staff Temporary (Unionized Position)
– requiring **1** position
Status: May 2019 until October 31st, 2019
(possibility of extension beyond October 31st)
Reports to: Operations and Facility Supervisors
Department: Community Services
Location: Various

Job Summary:

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

Minimum Qualifications:

- Secondary school education or equivalent combination of education and experience
- General repair experience as it relates to mechanics, plumbing, carpentry, etc.
- Proven 2 years' experience working in a municipal recreation facility/parks/trails (ie. including events that have alcohol, etc)
- Standard First Aid, CPR, AED and W.H.M.I.S. training (or willing to obtain)
- Valid Class G driver's license (experience with a UTV/Pick Up truck 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
- 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, digging, shoveling, raking and climbing ladders and be able to actively participate in daily activities, working within live traffic conditions and adverse weather conditions

Preferred Qualifications (any of the following):

- Post-secondary education in recreation or a related field
- Experience with power landscaping equipment, mowers, trimmers, etc.

Facility Operator Duties:

- Involved in;
 - development of the installation of arena ice surfaces
 - maintaining ice surface through principles of refrigeration i.e. ice resurfacing, ice maintenance, ice thickness checks
 - refrigeration equipment identification, function controls, accessories, safety devices system operation and routine maintenance
 - Janitorial and maintenance duties within inside and outside of facilities.
 - operations of facilities/parks and playground areas
 - maintenance of the community facilities,
- Is responsible for performing day to day buildings, ice maintenance, general housekeeping where required, minor repairs to equipment plumbing, electrical, some carpentry, painting, etc. of the Community Centres including daily, weekly, and annual maintenance activities.
- Reviews assignments and event schedules for maintenance and use of facilities
- Ensures that facilities are ready for use and machinery and equipment are functioning properly.
- Ensures that facilities are maintained in a safe, clean and attractive condition
- Supervision of part-time staff and responsible for alcohol events
- Handling of inquiries for booking of facilities.
- Maintains discipline among users and patrons
- Ability to work in adverse conditions with potential for high risk physical hazards when working with ammonia, gas and chemicals in compliance with Health and Safety Regulations and W.H.M.I.S.
- Comply with requirements of the Occupational Health and Safety Act, The Highway Traffic Act, all Federal, Provincial and Municipal regulations, policies and procedures
- 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
- Assists in performing facility and program supervisory functions, includes resolving issues that may arise.
- Documenting of maintenance duties, rentals, daily routines, emergency services, health and safety practices.
- Other duties as reasonably assigned.

Hourly Rate: \$ 24.61-\$25.90, 2019

Hours per Week: Up to 40 hours per week – rotating shift work including weekends & evenings, - may include shifts at both the North Dumfries Community Complex and Ayr Community Centre.

Please forward your detailed resume in confidence by **9:00 a.m. on Monday, May 27th, 2019:**

Sonny Smith, Facilities Supervisor

The Township of North Dumfries

P.O. Box 1060

Ayr, Ontario

NOB 1E0

Phone: 519-632-8800 ext. 105

E-mail: ssmith@northdumfries.ca

Date of Posting: Tuesday, May 14th, 2019

Closing of Posting: Monday, May 27th, 2019