



POLICY & PROCEDURE

Title: Recreation Facilities Labourer Job Description

Category: Culture, Parks and Recreation

Date: March 27, 2018

Authority: CAO

Policy No.: 8.3.17

POLICY STATEMENT

In accordance with the organizational chart of the Town, this position is deemed permanent within the employ of the Town. Insofar as the position is included within the Collective Bargaining Agreement as negotiated with C.U.P.E. Local 2752, the position is classified as in scope.

This position assists the Recreation Facilities Foreman with the maintenance of the arena/curling ice plant and the swimming pool plant; and the upkeep of artificial ice, ball diamonds and parks and the delivery of recreation programs.

POLICY

POSITION REPORTS TO:

Director of Culture, Parks and Recreation

SALARY/WAGE:

In accordance with the Collective Bargaining Agreement.

DUTIES AND RESPONSIBILITIES:

1. Performs daily maintenance and assists in the operation of all recreation facilities and park spaces as owned by the Town and other facilities assigned to the supervision of the Culture, Parks and Recreation Department.
2. The operation of the tractor and ice machine.

3. The collection of fees as required.
4. The delivery of a courteous and responsive attitude toward members of the public using the facilities.
5. Any other related duties as assigned from time to time by the Director of Culture, Parks and Recreation or the Recreation Facilities Foreman.

PREFERRED QUALIFICATIONS AND CREDENTIALS:

1. Grade 12 diploma.
2. Valid Motor Vehicle Operator's Licence – Minimum Class 5
3. A general knowledge of building maintenance.
4. Experience in operating ice machines, tractors, sprayers, mowers, rototillers, grass whips, and other park care equipment.
5. Knowledge and experience in artificial ice maintenance and refrigeration plant operation.
6. Knowledge and experience in janitorial work.
7. Ability to handle cash.
8. Ability to deal with the public in a courteous and responsive manner.

Document Revision History

Previous revision history not tracked
March 27, 2018