

TOWN OF NIVERVILLE

POSITION TITLE:	RECREATION FACILITIES/PARKS MAINTENANCE STAFF
REPORTS TO:	MANAGER OF RECREATION MAINTENANCE
JOB TYPE:	PART TIME (8-32 HOURS PER WEEK)

POSITION SUMMARY

The Recreation Facilities/Parks Maintenance Staff will be responsible for maintaining the Recreation Facilities and Parks in the Town of Niverville. Areas include the CRRC, Centennial Arena, Hespeler Park, Curling Rink, Outdoor Rink and various other parks and greenspaces around Niverville as directed by the Manager of Recreation Maintenance or Supervisor of Recreation Maintenance.

GENERAL ACCOUNTABILITIES

1. Facility.

- Perform janitorial tasks throughout Town facilities.
- Perform a variety of unskilled and semi-skilled manual labor tasks in maintenance and repair of Town facilities and spaces.
- Preparation of ice, courts, flex space etc.

2. Parks and Greenspaces.

- Perform grounds maintenance duties around Town buildings, parks, and green spaces.
- Operate lawnmowers, grass trimmers, pickup trucks, utility trucks, common hand and power tools, shovels, wrenches detection devices, mobile radios, and phones in a safe and responsible manner. May also be required to operate chain saws, jackhammers, skid steers, pay loaders, dump trucks, tampers rollers, water trucks, one-ton trucks, plate compactors, pumps, steamers, and generators.

3. General.

- Assist and provide customer service to facility users.
- Perform all duties in conformance of appropriate safety and security standards.
- Assist in routine inspections and preventative maintenance on assigned equipment and buildings and refer defects or needed repairs to supervisor, clean equipment and buildings.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

3. Other Duties.

- Perform other duties as assigned by the Manager of Recreation Maintenance, the Supervisor of Recreation Maintenance, the Director of Recreation & Wellness, or the Recreation Desk Supervisor, or their delegate.

TECHNICAL COMPETENCIES

- Must have the ability to lift 50 pounds regularly and exert 100 pounds of force occasionally, ability to climb, kneel, crouch, reach, stand, pull, lift and grasp.
- Maintenance background considered an asset.
- Satisfactory Criminal Record with Vulnerable Sector and Child Abuse Registry Checks
- First Aid/ CPR considered an asset.