



External Posting - Employment Opportunity

The Community Services Department is looking for

Casual Part-Time Operator(s)

Reporting to the Director of Community Services, the Casual Part-Time Community Services Operator is responsible for the operation and maintenance of the parks, cemeteries and facilities.

The position is based on a maximum of a 24-hour work week to a maximum of 48 hours every 2 weeks for special projects with hours being variable shifts. The rate of pay for this position is \$15.83/hour. This is a non-union position not to exceed December 31, 2017.

Qualifications:

You have a basic knowledge of equipment, vehicles and materials used in municipal parks, cemeteries and facilities. You have demonstrated good communication and public relations skills and have a basic knowledge of municipal recreation activity and a knowledge of public needs.

A minimum of one (1) year experience in general grounds, building and equipment maintenance and six (6) months to one (1) year experience operating related parks equipment is preferred. Demonstrates good judgment, maturity and responsibility for equipment, facilities, and people. Possession of a valid "G" Driver's License for the Province of Ontario is required.

Possession of, or ability to obtain, the following certifications are required: Basic Refrigeration, Propane Handling & Safety, Chainsaw Safety Awareness and Fall Protection Awareness. Ontario Recreation Facilities Association and/or Parks & Recreation Ontario coursework completion certificate(s) is preferred.

A good understanding of all policies, procedures, by-laws, Ministry guidelines, regulations and legislation related to the operation of parks, cemeteries and facilities equipment and maintenance and familiarity with Microsoft Outlook is preferred.

The position requires the operation of equipment and undertaking of construction and maintenance projects in variable weather conditions as well as moderate to heavy physical demands related to manual labour with regular exposure to dirt, dust, oil, grease, noise, vibration, weather conditions, hazardous materials, chemicals and waste.

Upon final selection, the successful applicant may be required to provide a valid background check from the Ontario Provincial Police or appropriate Police Force and a clean Driver's Abstract.

Qualified applicants are invited to submit a letter of application together with a detailed resume of education and experience by 12:00 noon, **Friday June 12, 2017** to:

Employment Opportunity – CSD Casual Part-Time Operator

Township of Minden Hills,
7 Milne St, PO Box 359, Minden ON
K0M 2K0

Attention: Mark Coleman, Director of Community Services
Or email to: sprentice@mindenhill.ca

Detailed Position Descriptions can be obtained by contacting Shannon Prentice, Deputy Clerk/Administrative Assistant at sprentice@mindenhill.ca.

If you are contacted by the Township of Minden Hills regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially. Persons with a disability preventing them from applying on-line should contact Shannon Prentice to discuss alternative solutions.

*We thank all applicants for applying, but only those candidates selected for an interview will be contacted. Personal information and supporting material is used in accordance with the **Municipal Freedom of Information and Protection of Privacy Act.***