

POSITION DESCRIPTION

Position:	Community Services Operator	Type:	Union
Incumbents:			
Reports To:	Director of Community Services or designate(s)		
Date:		Next Review Date:	
Positions Supervised:	None		

PART I - DESCRIPTION OF JOB REQUIREMENTS**General Accountabilities**

The Community Services Operator is responsible for the operation and maintenance of the parks, cemeteries and facilities, under the supervision of the Director of Community Services or designate(s).

Specific Accountabilities

The following responsibilities are not listed in order of priority:

Maintenance & Operations

1. Performs general maintenance and manual labour functions for the Community Services Department including, but not limited to; landscaping, grave digging, grass cutting, snow removal, ice resurfacing, maintenance of the refrigeration plant, as assigned by the Director of Community Services or designate(s).
2. Ensures a high standard of safety, cleanliness and technical operation is maintained in all Community Services facilities, including maintenance of high quality ice in the Arena, maintenance of refrigeration and other equipment and daily upkeep of premises.
3. Operates an ice resurfer, backhoe, single axle truck and/or other equipment, safely and in accordance with all policies, procedures, by-laws, Ministry guidelines, regulations and legislation.
4. Performs basic repairs of arena complex and community centre, i.e.) painting, plumbing and carpentry.
5. Performs janitorial duties to the standards set by the Director of Community Services or designate(s).

6. Assumes basic responsibility of the arena and community centre operations in the absence of Community Services Lead Hand or Director of Community Services or designate(s).
7. Performs checks and reports any maintenance requirements to equipment, property or process to the Director of Community Services or designate(s) promptly.
8. Reports stock requirements to the Director of Community Services or designate(s).
9. Ensures that the security of all community services facilities is properly achieved upon closing.

Staffing

10. Provides periodic guidance to students and part-time staff.
11. Assists in the basic orientation and training of new staff, as it relates to his/her position, as required, safely and in accordance with all policies, procedures, by-laws, Ministry guidelines, regulations and legislation.

Communication

12. Responds to public inquiries by providing verbal information or referring them to the Director of Community Services or designate(s) as required.

Policy Compliance

13. Ensures compliance with Township and legislated policies, practices and procedures.
14. Complies with all Municipal and Provincial health and safety legislation, regulations, policies and procedures, and must wear all safety apparel as required.
15. Attends necessary and/or approved educational workshops, seminars or webinars including the renewal of annual licencing as required.
16. Completes logbooks as required.

Other

17. Performs other duties as assigned.

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be
Community Services Operator

inherent in the job.

PART II - The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job:

Technical Skills/Experience

1. A minimum of two (2) years' experience in a Municipal parks, cemeteries and facilities environment including a minimum of six (6) months to one (1) year experience operating an ice resurfer and related parks equipment is required.
2. A thorough knowledge of equipment, vehicles and materials used in Municipal parks, cemeteries and facilities is required.
3. Communication, interpersonal and customer service skills to exchange information or explain basic situations using curtesy and tact.
4. 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 is preferred.
5. Familiarity with Microsoft Outlook (email) is preferred.
6. Ability to work independently with minimal supervision.
7. The incumbent must provide a criminal check on an annual basis.
8. Ability to maintain confidentiality where mandated or required.

Education/Licences

1. A minimum of Grade 12 is required.
2. Basic Refrigeration certification or the ability to obtain is required.
3. Propane Handling & Safety, Chainsaw Safety Awareness and Fall Protection Awareness training certificates or willingness to obtain within two (2) years is required.
4. Ontario Recreation Facilities Association (OFRA) and/or Parks & Recreation Ontario (PRO) coursework completion certificate(s) is preferred.
5. Valid standard First Aid & CPR/AED certification is an asset.
6. Smart Serve certification is an asset.
7. Continued education and training is a mandatory requirement for this position to maintain required licencing.

8. Possession of and ability to keep a valid “D” Driver’s Licence is required.

Working Conditions

1. Must operate equipment and undertake construction and maintenance projects in variable weather conditions.
2. Moderate to heavy physical demands related to manual labour in maintenance of parks, cemeteries, facilities and equipment repairs.
3. Regular exposure to dirt, dust, oil, grease, noise, vibration, weather conditions, hazardous materials, chemicals and waste.
4. Availability to work on-call and in emergency situations as required.
5. Availability to work shift work, including evenings and weekends, as required.
6. Availability to work occasional overtime as required.
7. Occasional exposure to severe weather conditions and urgent equipment issues. Some exposure to deadlines and interruptions.
8. Deals with difficult customers occasionally.

Signatures

Date:

Incumbent

Manager