

POSITION DESCRIPTION

Position:	Community Services Casual Operator	Type:	Non - 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 Casual 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 grounds maintenance and manual labourer functions for the parks, cemeteries and facilities, including but not limited to, opening and closing of graves, grass cutting and snow removal, to the standards set by the Director of Community Services or designate(s).
2. Maintains a high standard of safety, cleanliness and technical operation in all 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 resurfacers, 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 minor repairs of arena complex and community centre, i.e.) painting, plumbing and carpentry.
5. Performs janitorial duties as required to the standards as 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) and accepts bookings for rentals and collects revenues as required.
7. Reports any major defects to equipment, property or process to the Director of Community Services or designate(s) promptly.
8. Reports purchase requirements to the Title or designate(s).
9. Ensures that the security of all community services facilities are properly achieved upon closing.

Staffing

10. Provides guidance to students and part-time staff.

Communication

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

Policy Compliance

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

Other

16. 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 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 one (1) year related experience in general grounds, building and equipment maintenance is preferred.
2. A minimum of six (6) months to one (1) year experience operating related parks equipment is preferred.
3. A basic knowledge of equipment, vehicles and materials used in municipal parks, cemeteries and facilities is required.
4. Excellent communication, interpersonal and customer service skills are required.
5. 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.
6. Familiarity with Microsoft Outlook is preferred.
7. Ability to work independently with minimal supervision.
8. The incumbent must provide a criminal check on an annual basis.
9. Ability to maintain confidentiality where mandated or required.
10. Ability to exercise discretion and tact at all times.

Education/Licences

1. A minimum of a Grade 12 Diploma is an asset.
2. Ontario Recreation Facilities Association (OFRA) and/or Parks & Recreation Ontario (PRO) coursework completion certificate(s) is preferred.
3. Basic Refrigeration certification or the ability to obtain is required.
4. Propane Handling & Safety, Chainsaw Safety Awareness and Fall Protection Awareness training certificates or willingness to obtain within two (2) years is required.
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 “G” Driver’s Licence is required.

Working Conditions

1. Moderate to heavy physical demands related to manual labourer in maintenance of parks, cemeteries, facilities and equipment repairs.
2. Regular exposure to dirt, dust, oil, grease, noise, vibration, weather conditions, hazardous materials and chemicals.
3. Availability to work evenings, weekends and on-call in emergency situations as required.
4. Availability to work shift work, including evenings and weekends.
5. Availability to work occasional overtime as required.
6. Deadlines may cause stress.
7. Deals with difficult customers occasionally.

Signatures

Date:

Incumbent

Manager