



JOB DESCRIPTION

Position: Parks & Recreation Operator
Department: Parks and Recreation
Reports to: Manager of Parks and Recreation

Purpose: To provide operational and maintenance services for Parks and Recreation including the East Elgin Community Complex.

Key Responsibilities:

- Carries out maintenance practices at the Complex to ensure the facility is maintained in a safe, clean and attractive condition. Provides general property maintenance of the Complex and Parks/Recreation facilities.
- Ensure compressor system and all other required equipment is operated in accordance with operating procedures and in a safe and efficient manner.
- Performs ice making and ice maintenance operations.
- Records maintenance activities and safety inspections in accordance with all facility policies and procedures.
- Maintains security and provides assistance that may be necessary during an event in all Parks & Recreation Facilities.
- Provides set-up and tear down activities for events at all Parks & Recreation Facilities.
- Shovel sidewalks, walkways, emergency exits and apply salt and/or sand as required to ensure public safety at all required Facilities
- Small property maintenance projects will be assigned as required.
- Provides positive customer service to the public as needed with the ability to enforce the policies of all Parks & Recreation facilities when required.
- Liaises with the public and user groups, including crossing-guard duties when assigned.
- Provides supervision and positive motivation to part-time and casual staff.
- Provides lawn maintenance and landscaping including planting flowers, shrubs, trees, etc. and maintains the cleanliness and orderliness of park grounds/flower beds and facility structures.
- Prepare and maintain all ball diamonds and sports fields as required by the user groups.
- Carry out daily checks, preventative maintenance checks, maintains and performs minor repairs on facility structures.
- Operates and performs minor maintenance on tractors, mowers or other light automotive mechanical equipment.
- Operates and performs minor maintenance on handheld power and gardening tools.
- Performs pool and splash pad operational duties including start up and shut down.

Health and Safety Responsibilities:

- All workers with the Town of Aylmer are expected to comply with the Occupational Health and Safety Act, Regulations and Workplace Safety and
- Insurance Act along with the Town of Aylmer's Health and Safety Policies and Procedures.
- All workers must use or wear the equipment, protective devices or clothing required by the employer. Employee observations and inspections, incident investigations could be used to measure this.
- Workers must report any defects in all equipment or protective devices of which the worker is aware and which may endanger himself, herself or another worker.
- Report any contravention of the OHSA or Regulation or the existence of any hazard of which he or she is aware and report to his or her supervisor.
- Workers must not operate equipment/machinery without being given the proper instruction and authority. They must not remove or make ineffective any protective device required by the regulations or by his/her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective, the protective device has ceased, the protective device shall be replaced immediately.
- Workers must not use or operate any equipment, machine, device or thing; or work in a manner that may endanger himself, herself or any other worker.
- A worker must not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.
- Workers must consistently apply skills and knowledge attained in health and safety training.

Qualifications:

- Must have the flexibility to work a variety of shifts, with weekends and evenings being the priority (generally works a 40-hour workweek).
- Must have a good understanding and working knowledge of facility maintenance, ice making practices, lawn, and garden maintenance.
- Excellent customer service skills with the ability to create a positive experience for all Complex & Parks customers.
- Ability to liaison with the public and user groups in a professional manner.
- Must project a very positive and professional attitude.
- Ability to work independently and follow instructions.
- Position requires some moderate lifting, bending, standing and walking.
- Position requires some work to be conducted in cold and noisy conditions, including working outdoors when required.
- Minimum Grade 12 education.
- Basic Refrigeration Certificate and an in-depth knowledge of facility maintenance and ice making practices considered an asset.
- Satisfactory Criminal Police clearance and driver's licence and abstract will be required as conditions of employment.
- Ability to use computers.
- Mechanical aptitude would be considered an asset.