



Township of North Kawartha

280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0
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www.northkawartha.ca

Job Description

Position: Parks and Recreation Attendant - Labourer	Date: June 2023
Reports to: Director Parks and Recreation	Department: Parks and Recreation

Purpose:

Reporting to the Director, Parks and Recreation, this position is responsible for general maintenance including custodial, facility maintenance, landscaping and customer service at all North Kawartha Community buildings and recreational facilities. The incumbent will monitor and be aware of all building functions and document inspections/deficiencies and take correct action to report/repair deficiencies.

Duties and Responsibilities:

1. Provide excellent customer service and public relations at the North Kawartha Community Centre, which includes staffing events, completing rental agreements and assisting customers.
2. Completion of Log Books, inspection reports and facility documentation.
3. Utilize, maintain and update various software programs, including Citywide software for inspections and work orders, Integra software for Fitness Centre, Microsoft Access, and prepare Parks and Recreation reports utilizing Excel.
4. Update, schedule and maintain the Johnson Controls Building Automation Systems software.
5. Preparing and general set up and take down for events.
6. Make ice and maintain ice surface at the North Kawartha Community Centre in accordance with Township and ORFA guidelines.
7. Operation of the Ice Resurfer (Olympia or Zamboni).
8. Minor facility maintenance (painting, snow removal, etc.) and inspection of facilities including Water, HVAC, Refrigeration, Ice Surface and Building Automation System.
9. General outdoor and landscaping duties, including but not limited to; grass cutting, gardening, watering hanging flower baskets, emptying garbage cans, raking, etc.

10. Maintain Parks, Beaches and Playground Equipment, including baseball diamonds, tennis courts, installing beach equipment and completing playground inspections.
11. Participate in all aspects of the Occupational Health and Safety Act.
12. Other duties as assigned.

Supervision:

This position does not have any supervisory responsibilities.

Working Relationships:

Internal:	Mayor and Council Municipal Staff	Manager and colleagues
External:	General Public	Product Suppliers

Skills and Competencies:

- Excellent customer service skills with the ability to communicate effectively with the general public.
- Excellent computer skills, with demonstrated experience in Microsoft Office, Citywide and other business and facility related software.
- Ability to work in a fast-paced environment with frequent interruptions.
- Strong organizational ability.
- Ability to work alone and in a team environment.
- Demonstrated ability to work outdoors in varying weather.
- Demonstrated interpersonal and team skills.
- Strong initiative with good judgment and decision making skills.
- Ability to attend to safety considerations.
- Physical effort to push/pull or hold heavy equipment or materials.

Knowledge, Training and Qualifications:

- Grade 12 Diploma and relevant experience with recreation and building maintenance.
- Experience or formal education with computer software pertaining to business and facility management.
- Experience in a municipal government or public sector setting.
- Knowledge of ice making and painting techniques.
- Ability to operate Ice Resurfacer and resurface ice that exceeds Township and ORFA standard.
- Knowledge and understanding of the Workplace Hazardous Materials Information System (WHMIS), CPR and First Aid.

- Knowledge of Fire Safety Code and Occupational Health and Safety Act.
- Ability to read and complete logbooks and inspection forms.
- General mechanical experiences.
- Ability to understand verbal and written instruction.
- Ability to operate and perform basic tools such as floor cleaner, hand tools, lawn mower, trimmer, etc.
- Valid G drivers license and experience driving a 3/4 ton pick up truck with trailer considered an asset.

Working Conditions:

Various environments including typical outdoor environment, indoor facilities and office type environment. Work activities require visual and mental concentration for intermediate durations of time. Varying hours and shifts 7 days per week occasionally working alone. Lifting and carrying of items weighing 50 lbs (i.e. cleaning supplies).

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

Reviewed by:

Employee

Date

Manager

Date

Chief Administrative Officer

Date