

Parks and Facilities Labourer
Municipality of Powassan
Job Description

Summary: Assists the parks and facilities supervisor in overseeing the daily operations of all municipal facilities. Performs routine maintenance for municipal recreational infrastructure as required.

Location: Powassan

Group: (none)

Department: Parks and Facilities

Family: Parks and Facilities

Scenario: all jobs

Reports To: Parks and Facilities
Supervisor

Tasks:

Facilities Operations

1. Opens facility, cleans snow from entrances and checks washrooms and other areas (i.e. hallways, dressing rooms) for cleanliness, ensuring needed supplies are available.
2. Inspects equipment (Zamboni, compressor, propane, etc.), provides maintenance as needed, and updates log books.
3. Carries out ice maintenance tasks and repairs as needed and as directed by supervisor and updates ice maintenance log.
4. Places nets on ice after ice maintenance.
5. Checks emails and phone messages, inputs rentals into rental schedule and returns phone calls.
6. Receives payment for ice rental bookings and ensures payment is recorded.
7. Drives Zamboni and uses ice edger.
8. Performs janitorial tasks at all Municipal facilities as required.
9. Locks up facility, to ensure security and that there are no concerns or issues.
10. Performs maintenance of municipal facilities, and provides assistance with setting up for community events.
11. Assists in carrying out preventative maintenance programs.
12. Inspects and reports on municipal playground equipment as required.
13. Assists with pool operations and maintenance as required.
14. Maintains parks and other recreational areas, including grass cutting and ball diamond maintenance.
15. Oversees summer students in the performance of assigned duties.

Other

16. Complies with Municipality of Powassan policies and procedures.
17. Performs other tasks as assigned by management.

Skills and Abilities

18. Secondary school diploma-Grade 12.
19. First aid/CPR, WHIMS, Health and Safety, propane certificate, basic refrigeration B certificate.
20. Good communication skills.
21. Ability to deal effectively with the public.
22. Basic knowledge of internet and email.
23. Ability to operate ice maintenance equipment such as Zamboni, ice edger, refrigeration plant.
24. Must be physically capable of performing required duties.

