

TOWN OF NIVERVILLE

POSITION TITLE:	FACILITIES & PARKS MAINTENANCE STAFF
REPORTS TO:	RECREATION FACILITY MANAGER
JOB TYPE:	PART TIME (8-32 HOURS PER WEEK)

POSITION SUMMARY

The Facilities & Parks Maintenance Staff will be responsible for maintaining Recreation Facilities and Parks in the Town of Niverville. Areas include the Community Resource and Recreation Centre, Centennial Arena, Hespeler Park, Curling Rink, Outdoor Rink and various other parks and greenspaces around Niverville.

GENERAL ACCOUNTABILITIES

1. Facilities.

- Perform janitorial tasks throughout Town facilities.
- Perform a variety of unskilled and semi-skilled manual labor tasks in maintenance and repair of Town facilities and spaces.
- Preparation of ice, courts, flex space etc.
- Removal of snow from sidewalks.
- Monitor building premises to ensure occupant or visitor safety.
- Enforce rules and regulations of recreational facilities to ensure safety.

2. Parks and Greenspaces.

- Perform grounds maintenance duties around Town buildings, parks, and green spaces.
- Operate lawnmowers, grass trimmers, chain saws, jack hammers, skid steers, pay loaders, dump trucks, tampers, rollers, pickup truck, utility truck, water truck, one-ton truck, plate compactor, pumps, steamers, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio and phone in a safe and responsible manner.

3. General.

- Assist and provide customer service to facility users.

- Perform all duties in conformance of appropriate safety and security standards.
- Assist in routine inspections and preventative maintenance on assigned equipment and buildings and refer defects or needed repairs to supervisor; clean equipment and buildings.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

3. Other Duties.

- Perform other duties as assigned by the Recreation Facility Manager.

TECHNICAL COMPETENCIES

- Must have the ability to lift 50 pounds regularly and exert 100 pounds of force occasionally, ability to climb, kneel, crouch, reach, stand, pull, lift and grasp.
- Ability to climb, kneel, crouch, reach, stand, walk, pull, lift and grasp.
- Ability to work in extreme conditions (cold/heat/noise).
- Ability to maintain composure, keep emotions in check, control anger and avoid aggressive behavior, even in very difficult situations.
- Knowledge of principles and processes for providing customer service.
- Must be reliable, responsible and dependable and able to fulfill obligations.
- Maintenance background considered an asset.
- Child Abuse Registry Check must be completed prior to employment.
- First Aid/ CPR considered an asset.
- Must be bondable.