

Town of Erin
Parks & Recreation Department



Seasonal Parks Attendant II
Seasonal Contract – 5 Months

Job description and duties are currently under review

Department: Parks & Recreation
Position Title: Seasonal Parks Attendant II
Reports To: Parks & Recreation Officer

PURPOSE OF POSITION

Under the direction of the Team lead, the Seasonal Parks Attendant II is responsible to keep trails, parks, open spaces, and outdoor amenities clean, safe and accessible. Ensure the safe operation of small and large equipment and vehicles and ensure compliance to all park rules and regulations, creating an enjoyable experience for all visitors.

Major Responsibilities

- Conduct indoor/outdoor operations and maintenance as required for various sites including Erin Community Centre, Hillsburgh Community Centre, Barbour Field, Victoria Park, and the Town of Erin Parks and Playgrounds
- Change garbage barrels throughout the parks
- Clean and maintain park furniture and other amenities
- Responsible for the safe and efficient operation, care and maintenance of tools, equipment and vehicles including daily circle checks and reporting defects
- Monitor park patrons to ensure compliance with park rules and regulations, that park security is maintained and rental contracts are adhered to
- Maintain complete vigilance while on duty and be ready to respond to any emergency situation
- Report all concerns, accidents and incidents to immediate supervisor for follow up and take appropriate action
- Turf and Diamond maintenance – including but not limited to lining, fertilizing, cutting, rolling, aerating, trimming, seeding, watering, weeding, leaf/turf removal
- Regular maintenance of trees, shrubs, and gardens
- Gardening – soil management, prepare, maintain and plant flowerbeds/displays
- Operating parks equipment such as trucks, trailers, mowers, trimmers, ball groomer
- Perform litter pick up and washroom cleaning in any park/facility maintained by the Town
- Be responsible for securing building(s) and follow lock up procedures, processes and policies.
- At times, will provide supervision to seasonal staff.
- Assist with set-up and take down of various events and other duties as assigned.
- Ability to work occasional evenings/weekends to support higher volume permits
- Work in compliance with the Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes, and departmental policies/procedures/practices and operational guidelines, and perform safe work practices

Position Requirements

Education

- OSSD required
- Valid First Aid, CPR and AED Certification
- Certified Parks Technician an asset
- Registered Playground Practitioner Inspector an asset
- ORFA Courses an asset

Experience

- Minimum 1 year experience in sports field and parks operations and maintenance practices
- Experience operating parks equipment such as trucks, trailers, mowers, trimmers, ball groomer
- Experience using various power and hand tools required
- Ability to work independently and as a member of a team
- Strong customer service, organization and decision making skills

Job Skills

- Valid Ontario Class "G" Driver's Licence
- Basic computer skills involving division or task specific software
- Sound skills in public relations, customer service, communication and problem-solving to deal effectively and courteously in all aspects of the position
- Available to work flexible hours including days, evenings, weekends, and holidays for higher volume permits
- Willingness to be available during emergencies, i.e. weather events, mechanical emergencies, and accidents outside the normal working day

Interested applicants may submit their resumes to: HR@Erin.ca.

Resumes will be accepted until 4:30pm, Friday, May 25th, 2018.

Hiring will be subject to the successful passing of a Criminal Reference check and verification of education and required certifications.' Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*.
