



# The Municipality of West Elgin

22413 Hoskins Line, Rodney, Ontario N0L 2C0

## Job Description

(This description includes all duties performed by the Seasonal Maintenance staff, although any given individual may not carry out all of them)

Title: General Facilities and Park Seasonal Maintenance Staff

Reports to: Park and Recreation Supervisor

Positions Supervised: None

### **Position Summary:**

Carry out a variety of duties in connection with municipal property maintenance including operating and maintaining equipment, upkeep on municipal buildings/ property and dealing with the public where necessary.

### **Principal Responsibilities**

1. Operates equipment, tools, and machinery required to maintain Parks and Recreation Locations including the following:
  - a) Operate – Lawn mower, weed trimmer, garden tools while maintaining property and roadside general maintenance
  - b) Trucks- operating and hauling trailers
  - c) Maintain municipal gardens and planters
  - d) Tractors, mowing grass, trimming/pruning trees, weed whacking
  - e) Collection and disposal of garbage
  - f) Maintain equipment- for safe operation
2. Assists other operators as required, working in all weather conditions (including extreme heat and cold).
3. Assist with the setup and running of Canada Day and other local events.
4. Maintain West Elgin destinations and help promote tourism.
5. Inspect and maintain the municipal beach.
6. Prepare and maintain the soccer fields and ball diamonds, conduct recreation programs as required.
7. As instructed, work with the other municipal departments and other agencies.
8. Where required, load and transport bleachers and tables.

9. Dispose of dead animals found on municipal property.
10. As directed by Recreation Supervisor, respond to calls, dealing with the public, and referring problems to senior staff.
11. Maintain daily work sheets- recording job and equipment used.
12. Carries out routine maintenance and small projects on municipal buildings including painting and maintenance.
13. Assist with operations directed by the Parks and Recreation Supervisor.
14. Carry out other duties as assigned.

### **Working conditions**

Available for work as required;

Possible shift work;

Exposure to the elements and hazardous conditions;

Occasional exposure to unpleasant or irate patrons;

Some exposure to hazardous materials.

### **Minimum Qualifications**

1. Secondary school graduation
2. Experience in operation and maintenance of pickup, garden equipment and small garden tools considered an asset
3. Class G drivers licence.
4. An equivalent combination of education and experience, as it relates to park and recreation.