

Municipality of West Elgin

JOB DESCRIPTION

(This description includes all duties performed by the Operator/Labourers, although any given individual may not carry out all of them)

TITLE: Parks and Recreation Staff REPORTS TO: Parks & Rec Supervisor

POSITIONS SUPERVISED: None EFFECTIVE DATE: June 2019

Position Summary:

Carries out a variety of duties in connection with municipal property maintenance and construction including operating and maintaining equipment, installing road signs, 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, garden tools while maintaining property and roadside general maintenance,
 - b) Trucks – operating and hauling trailer,
 - c) Maintain municipal gardens or 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 hot and cold).
3. Assist with the setup and running of Canada Day and other local events,
4. Maintain the historic jail, to promote tourism,
5. Inspect and maintain the municipal beach and marina area,
6. Prepare and maintain the local program facilities; soccer field and ball diamond, conduct recreation programs as required.
7. Where required, load and transport bleachers and tables.
8. Dispose of dead animals found on municipal property.
9. As directed by Supervisor, respond to calls, dealing with the public, and referring problems to senior staff.
10. Maintain daily work sheets - recording job and equipment used.
11. Carries out routine maintenance and small projects on municipal buildings including painting and maintenance.

12. Assist with operations directed by the Parks and Recreation Supervisor.
13. Carries 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 people;
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.
3. Class G drivers licence.
4. An equivalent combination of education and experience, as it relates to park and recreation.