



RECREATION MAINTENANCE ASSISTANT

Employment Commitment:

June 16 - August 11 (Full time for 8 weeks @ 35 hours/week)
 Dates are approximate and subject to change

Reports to: Parks & Pool Supervisor

Basic Requirements:

Ability to operate mower, whipper sniper, other landscaping equipment, and perform heavy duties
 Must be able to supply clean Child Abuse Registry, Vulnerable Sector, and Criminal Record Checks
 All employees are expected to be present at work for all scheduled shifts/days as outlined in their job description

Certification Requirements:

Standard First Aid and CPR Level C or Equivalent
 WHMIS (Workplace Hazardous Materials Information Systems)

Position Summary

| <i>Core Competency</i> | <i>Position-Specific Task Descriptions</i> |
|-----------------------------------|--|
| Leadership | <ul style="list-style-type: none"> * Assist in preparing the Community Pool for opening; cleaning, painting, maintenance * Assist in the daily monitoring of Pool including daily pump and chemical checks, maintenance of chemicals, monitoring chemical and pump room * Assist in keeping parks, fields, trail, all green spaces in Town clean and mowed * To adhere to policies outlined in the staff manual * Various other duties as assigned by Recreation Maintenance Supervisor |
| Safety & Risk Management | <ul style="list-style-type: none"> * To ensure that parks, fields, trail, pool areas are kept safe and free from hazards * Ensuring safety and risk management processes and policies are followed and applied * Assist in the setting up and taking down of special events. |
| Program Management | <ul style="list-style-type: none"> * Adhere to all policies/procedures for implementation & complete any program related tasks as requested by the Recreation Maintenance Supervisor * Organizing materials, cleaning up after activities |
| Judgement | <ul style="list-style-type: none"> * Show the capacity to assess situations and act appropriately * Make sound decisions based on the best interests of all parties involved |
| Teambuilding | <ul style="list-style-type: none"> * Full and active participation in all training sessions, and, staff meetings as required |
| Communications & Customer Service | <ul style="list-style-type: none"> * Responsible for daily duties, such as greeting community members, patrons of the pool, participants in green spaces, ensuring the safety and enjoyment of participants * Completion of weekly reports and time sheets |
| Problem Solving | <ul style="list-style-type: none"> * Effectively manage & resolve day-to-day issues as they arise. |

DEADLINE TO APPLY is June 11, 2021