

The Town of Parry Sound - Position Description

Updated October, 2017

Position Title:

Parks & Recreation Facilities Attendant

Reporting Relationship:

Reports to, and works under the supervision of the Leadhand – Parks and Recreation.

Purpose of the Position:

To assist in the operation and maintenance of the Corporation's recreation facilities and properties, and in the development and delivery of recreation programs and special events.

Scope of the Position:

Works within policies and procedures established by Council directed by the Leadhand - Parks & Recreation or Manager of Parks and Recreation.

Responsibilities:

1. Assists in the maintenance of high standards of safety, cleanliness, and technical operation for parks and recreation properties and programs, per the Parks and Recreation Maintenance Management Policy & Procedures.

2. Undertakes inside and outside maintenance operations, and mechanical and technical repairs to equipment and facilities, per the Parks and Recreation Maintenance Management Policy & Procedures.
3. Assists in the organization, care, maintenance and operation of parks, properties and recreation services, special events and programs.
4. Responds to emergencies and participates in the on-call rotation as may be required.
5. Strictly observes occupational health and safety practices and adheres to fire prevention practices and regulations.
6. Completes daily inspection reports and records relative to equipment used; and undertakes minor repairs and maintenance of assigned equipment.
7. Maintains discipline amongst users.
8. Performs such other related duties within the general parameters of this job description, as may reasonably be requested by the Leadhand - Parks & Recreation or Manager, Parks and Recreation which may be amended from time to time.

Working Relationship and Contacts:

1. With the Director of Development and Leisure Services

- a) Receives leadership, guidance, direction and encouragement. Discusses continuous improvement and plans and priorities that support Council's Strategic Plan.

2. With the Manager, Parks and Recreation

- a) Receives day-to-day supervision, guidance and encouragement; discusses plans and priorities. Offers suggestions on operational change/continuous improvement and risk management.

3. Internal Contacts

- a) Works with departmental staff in a spirit of courtesy, co-operation and teamwork, that supports the Corporation's values.

- b) Works with staff from other departments in a spirit of courtesy, co-operation and teamwork, in a manner that supports the Corporation's values.

4. With the Public:

- a) Exhibits courtesy, co-operation and a positive, helpful approach in response to enquiries, bookings and the investigation of complaints.

Education, Knowledge and Skill:

1. Completion of Grade 12 or equivalent.
2. ORFA Certified Ice Technician and Certified Grounds Technician.
3. Valid "G" drivers license.
4. CPR/First Aid.
5. Mechanical and construction skills to operate and maintain equipment such as trucks, ice resurfacers, facilities, edgers, grounds maintenance equipment.
6. Understanding of horticultural, arboricultural, turf maintenance and property maintenance practices.
7. Initiative and judgment; public profile requires good communication and public relations skills.
8. Basic knowledge of HVAC, electrical & plumbing.

Experience:

Three to five years' experience is required.

Impact of Error:

Errors could endanger employees and the public; create hazards for the public; cause equipment breakdown; have financial and legal implications for the Corporation

including legislative and/or policy non-compliance with parks & recreation facilities standards of maintenance; create poor public relations.

Physical Demands:

Frequent moderate physical activity is required on a regular basis.

Sensory Demands:

Frequent intermediate periods of mental/sensory concentration are required, meaning often over a period of time such as several times daily almost everyday.

Working Conditions:

Work is performed in an environment with frequent exposure to minor undesirable and disagreeable conditions, such as: heat or cold, inclement weather, and public facility conditions where the facility must be accessible to the public and other staff.

Work is subject to unusual and unscheduled hours.

Control:

Through the Director of Development and Leisure Services, general policy direction from Council; direct supervision from the Manager of Parks and Recreation.