

The Town of Parry Sound - Position Description

February 13, 2019

Position Title:

Summer Student - Labourer, Parks and Recreation

Reporting Relationship:

Reports to, and works under the direction and supervision of the Lead Hand - Parks and Recreation and/or the Manager of Parks and Recreation.

Purpose of the Position:

To provide labour for a variety of operational, construction and maintenance services to the Corporation of the Town of Parry Sound's properties and facilities, including trails, sports fields, and green spaces.

Scope of the Position:

Works within labour, employment, health and safety, accessibility and other relevant legislation; and within Town's policies and procedures established by Council and as directed.

Responsibilities:

1. Provides general labour for municipal works as they relate to the maintenance of parks and recreation facilities;
2. Routine garbage pick-up, grounds' maintenance, hand watering, hand trimming and mowing, and assisting in garden planting and maintenance;
3. Operates hand tools and grounds maintenance equipment as directed;
4. Completes daily circle checks and inspection reports for equipment used;

5. Ensures that occupational health and safety practices are strictly observed and adhered to and that fire prevention practices and regulations are adhered to;
6. Performs other related duties within the general parameters of this job description, as may reasonably be requested.

Working Relationship and Contacts:

1. With the Manager of Parks and Recreation

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

2. With the Lead Hand - 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 and the investigation of complaints.

Education, Knowledge and Skill:

1. Currently enrolled in high school or post-secondary education;
2. Valid "G" driver's license;
3. Good teamwork and cooperation skills.
4. Good communication and public relation skills.

Experience:

Previous experience in a parks and recreation maintenance or similar setting is an asset; previous experience using and maintaining hand tools such as mowers and trimmers is an asset.

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 and 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.

Control:

Through the Manager of Parks and Recreation; general policy direction from Council; direct supervision from Lead Hand - Parks and Recreation.