

Date: April 17, 2025

Job Posting: Parks & Recreation Facilities Attendant

Eligibility: CUPE Local 17

Competition Number: 2025-04

We are **GROWING!**

Looking for an energetic and driven individual to join our Parks and Recreation Department as a Parks and Recreation Facilities Attendant.

Purpose of Position:

The Parks & Recreation Facilities Attendant assists 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.

Essential Duties and Responsibilities:

Reports to and works under the Manager of Parks & Recreation with direct supervision by the Parks & Recreation Lead hand.

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.
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.

Education, Experience, Knowledge, Skills:

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 Certified.
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 position which requires excellent communication and public relations skills.
8. Basic knowledge of HVAC, electrical & plumbing.

Note: The above statements are intended to describe the general nature and level of work being performed by this job's incumbent. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Compensation:

This opportunity is a unionized permanent 40 hour/week position with a 2025 rate of \$28.06/hour. Upon successful completion of a five (5) month probation period the rate increases to 30.85/hour. This position works on a rotating schedule, that changes seasonally as tasks change.

Accessibility:

The Town of Parry Sound is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Parry Sound Recruitment Policy. If you require accommodation, we will work with you to meet your needs.



Public Works

Application Process:

Interested candidates may submit a cover letter and resume by **4:00 PM May 6, 2025**, in the following ways:

Email: In **one** document, your resume and cover letter, under the subject line "**Your name – Parks and Recreation Facilities Attendant**" to Pamela Langevin, Human Resources: plangevin@parrysound.ca.

We thank all applicants for their interest. We will contact those applicants selected for an interview.

Privacy:

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.