

SEASONAL PARKS & RECREATION ASSISTANT

ORGANIZATIONAL UNIT: Public Works

GROUP: Parks & Recreation

REPORTS TO: Recreational Facilities and Parks Supervisor

CLASSIFICATION: Full-time Temporary

Responsibilities:

- Assists with maintenance of town lands such as playgrounds, ball diamonds, soccer fields, neighbourhood parks, and cemetery.
- Completes park checks, garbage pickup, and cleaning duties of grounds and other areas as required.
- Painting where required.
- Directs inquiries and complaints to supervisor.
- Cuts grass in all assigned areas by using a push mower, weed eaters or riding mowers.
- Ensuring they have the proper training and protective equipment to carryout work and/or tasks assigned in a safe and proper manner.
- Carries out specific and general directions as directed the supervisor(s).
- Responsible for informing the supervisor of supplies required to perform duties.
- Performs minor repairs and general custodial work.
- Performs any other tasks related to any of the above.
- Follow safety policies and procedures.

Qualifications:

- Must be between the ages of 18 and 30 years old to be eligible for this *Canada Summer Jobs* grant position.
- Completion of high school diploma.
- Previous experience or knowledge of equipment would be considered an asset.
- Class 5 driver's license would be an asset.

Compensation commensurate with skills and experience. Please send cover letter and resume to **aowen@bonaccord.ca**. Open until filled.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

SEASONAL PARKS & RECREATION ASSISTANT

ORGANIZATIONAL UNIT: Public Works

GROUP: Parks & Recreation

CLASSIFICATION: Temporary (1.0 FTE)

PURPOSE

The Seasonal Parks and Recreation Assistant supports the day-to-day operations of the public works department for parks and recreation maintenance.

SCOPE

Reporting directly to the Recreational Facilities and Parks Supervisor, the Seasonal Parks and Recreation Assistant performs seasonal tasks in parks, recreation, town lands, and grounds maintenance.

RESPONSIBILITIES

- Assists with maintenance of town lands such as playgrounds, ball diamonds, soccer fields, neighbourhood parks, and cemetery.
- Completes park checks, garbage pickup, and cleaning duties of grounds and other areas as required.
- Painting where required.
- Directs inquiries and complaints to supervisor.
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- Responsible for ensuring they have the proper training and protective equipment to carryout work and/or tasks assigned in a safe and proper manner.
- Carries out specific and general directions as directed the supervisor(s).
- Responsible for informing the supervisor of supplies required to perform duties.
- Performs minor repairs and general custodial work.

- Performs any other tasks related to any of the above.

Health and Safety

- Adhere to all safety policies and procedures.
- Attend safety meetings as required.
- Assist with safety inventory.

Other

- Undertake other tasks and responsibilities as required within the scope of this position.

KNOWLEDGE, SKILLS, AND PERSONAL ATTRIBUTES

Knowledge

- Must be between the ages of 18 and 30 to be eligible for this *Canada Summer Jobs* grant position.
- Completion of high school diploma.
- Previous experience or knowledge of equipment would be considered an asset.
- Class 5 drivers license would be an asset.

Skills

- Ability to carry out written or oral instructions and maintain accurate records as required.
- Excellent attention to detail.
- Ability to work independently.
- Excellent time management skills, ability to manage tasks and deadlines with frequent interruptions.
- Adaptable and willingness to learn.

Personal Attributes

- Demonstrates a dedication to the position and the community.
- Promotes positive community awareness and public relations.
- Ability to be highly adaptable and flexible to change.
- Display a high degree of professionalism in a complex government and community office.
- Establish strong and positive working relations with both internal and external customers.
- Adheres to the Municipal Code of Ethics.
- Honest, trustworthy, and respectful.
- Maintains a clean standard of hygiene and neat appearance.
- Maintains a neat and orderly work area.

CERTIFICATION

Employee: I certify that I have read and understood the responsibilities assigned to this position.

Supervisor: I certify that this job description is an accurate description of the responsibilities assigned to this position.

Employee Signature

Supervisor's Signature

Printed Name

Supervisor's Title and Name

Date

Date

I approve the delegation of responsibilities outlined herein.

Town Manager Signature

Date