

Job Posting: #2023-08

Job Title: Parks & Facility Attendant

Department: Community Services

Reports To: Lead Hand – Harbour & Memorial Park or Lead Hand – Parks & Cemetery

Status: Seasonal

Duration: May 2022 to October 30, 2022

Hours per Week: 40 hours

Hourly Rate: Level 1 (no G license) \$16.04 - \$19.67, Level 2 (full G license) \$19.07-\$23.17

Application Due Date: Open until filled.

Position Summary

These positions will be responsible for performing various seasonal operational, maintenance, and/or administrative duties for the Parks & Facility Services division. Positions will be based out of Memorial Park, the Meaford Harbour, or the Meaford & St. Vincent Community Centre.

Duties will include performing seasonal operational and maintenance requirements for Parks & Facility Services under the Lead Hand in each respected area. Parks & Cemetery positions may provide support to seasonal operations between municipal cemeteries and parks as well as being responsible for trimming, cutting grass and general park maintenance. Other duties will include providing customer service, cleaning, and general maintenance at Memorial Park Campground and/or assisting at the Meaford Harbour Marina. This will also require administration, fee collection, and general maintenance.

The Parks & Facility Services division is a 7 day per week operation, and work schedules will reflect operations.

Role Specific Duties and Responsibilities

Parks & Facility Attendant – Grass Cutting & Parks/Cemeteries

1. Perform grass cutting, trimming, and weeding throughout the Municipality, ensuring maintenance and appearance of all parks and greenspaces meet or exceed expectations.
2. Perform maintenance on flower beds and gardens throughout the Municipality, ensuring the maintenance and appearance of all garden beds meet or exceed expectations.
3. Assist with daily operations and maintenance of the municipal cemeteries.
4. Assist with leading volunteers with maintenance of municipal gardens beds.
5. Assist with minor carpentry and woodworking maintenance and repairs; general property maintenance; and assist with the maintenance and repairs on vehicles, machinery and equipment.
6. Assist with performing minor facility maintenance, which includes painting, mechanical, plumbing, electrical and structural repairs as required.

7. Assist in facility set-ups and dismantles.
8. Maintain and ensure a clean and safe facilities, which includes: sweeping and mopping floors; cleaning and maintaining washrooms and canteen areas; restocking vending machines and concession booths; cleaning glass surfaces; collecting and emptying garbage/recycle receptacles.
9. Operate small power tools, lawn maintenance equipment, and understand/apply standard operating procedures when working with equipment.

Parks & Facility Attendant – Memorial Park & Meaford Harbour

10. Provide excellent customer service to visitors and residents and act as an ambassador of the Municipality.
11. Collect and secure any designated fees from transient boaters and daily launch boaters.
12. Monitor all crafts and patrons to ensure they are properly docked and have complied with all safety regulations.
13. Collect and secure any designated fees from campers and mini-golf users at Memorial Park.
14. Maintain and ensure a clean and safe facility, which includes overall facility janitorial work, cleaning washrooms, floors, public areas and maintaining garbage/recycling.
15. Perform basic gardening, including planting, weeding and trimming.
16. Work independently and perform minor maintenance functions; i.e. painting, equipment repair.

General Duties and Accountabilities

1. Provides and maintains a high degree of confidentiality and security of information at all times.
2. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as assigned in accordance with department and corporate objectives.

Required Certifications and/or Health and Safety Requirements

1. Valid Class G Ontario Drivers Licence in good standing required for Level 2 attendants. Valid G2 Ontario Drivers Licence in good standing required for Level 1 attendants.
2. Knowledge of Occupational Health and Safety Act (OHSA).
3. Valid First Aid, CPR, and AED Certification would be considered an asset.

Education, Skills and Experience

1. Working towards or completion of OSSGD, or equivalent, combined with 3 months related experience preferred.
2. Proven ability and experience handling cash.
3. Ability to lift up to 50 lbs.
4. Ability to deal courteously and effectively with the general public, rental organizations, staff and volunteers.
5. Experience and knowledge of methods, practices, materials, tools and equipment used in facility, gardening/horticulture operations is preferred.

Physical Demands and Working Conditions

- Physical demand requires lifting and bending. Work environment is both indoor and outdoor, with exposure to inclement weather conditions, paint materials, unpleasant washroom conditions, garbage smells, and cleaning materials.
- Normal seasonal hours of work are 40 hours per week, as scheduled including weekends/holidays and as required.

Contacts and Interactions

- Communicates regularly with staff, rental organizations, volunteers and the general public.

Applicant Information

These postings will remain open until filled. Interested qualified applicants are invited to forward their cover letter and resume quoting Job #2023-08 to:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

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

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.