

**Job Posting: #2022-12**

**Job Title: Parks & Facility Attendant**

Department: Parks & Facility Services

Reports To: Lead Hand – Parks & Cemetery

Status: Seasonal

Duration: April 25, 2022 to August 29, 2022 or October 30, 2022

Hours per Week: 40 hours

Hourly Rate: \$22.16 to \$23.17

Number of Positions: 3

**Application Due Date: Friday, February 11, 2022**

### Position Summary

This position will perform seasonal operational and maintenance duties for Parks & Facility Services under the supervision of the Lead Hand, Parks & Cemetery. Provide support to seasonal operations between municipal cemeteries/parks and the Meaford & St. Vincent Community Centre.

### Role Specific Duties and Responsibilities

1. Perform maintenance on flower beds and gardens throughout the Municipality, ensuring the maintenance and appearance of all garden beds meet or exceed expectations.
2. Assist with daily operations and maintenance of the municipal cemeteries.
3. Assist with leading volunteers with maintenance of municipal gardens beds.
4. Assist with minor carpentry and woodworking maintenance and repairs; general property maintenance; and assist with the maintenance and repairs on vehicles, machinery and equipment.
5. Assist with performing minor facility maintenance, which includes painting, mechanical, plumbing, electrical and structural repairs as required.
6. Assist in facility set-ups and dismantles.
7. Conduct opening/closing duties of facilities which includes: activate/de-activate security alarms, and activate appropriate lighting for scheduled arena activities.
8. Maintain and ensure a clean and safe facilities, which includes: sweeping and mopping floors; cleaning and maintaining washrooms, dressing rooms, arena proper (spectator seating) and canteen areas; restocking vending machines and concession booths; cleaning glass surfaces; collecting and emptying garbage/recycle receptacles.
9. Operate small power tools, and understand/apply standard operating procedures when working with equipment.

## 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.
2. Knowledge of Occupational Health and Safety Act (OHSA).

## Education, Skills and Experience

1. OSSGD, or equivalent, combined with one 1 year of related experience.
2. Certification in Cemetery Operations, Propane Handling, Chainsaw Operation, and experience in horticulture and turf maintenance/operations would be considered an asset.
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.
6. Experience using small power tools.

## 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

Interested qualified applicants are invited to forward their cover letter and resume quoting Job #2022-12 by Friday, February 11, 2021 to:

[jobs@meaford.ca](mailto: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](mailto:jobs@meaford.ca).