



Job Posting: #2025-20

Job Title: Parks & Recreation Operator

Department: Operations

Reports To: Lead Hand, Parks & Recreation Services

Directly Supervises: None

Indirectly Supervises: Students/Seasonal Staff and Canteen/Bar Staff

Hours per Week: 40

Salary Range: \$53,782.56 - \$65,366.50

Application Due Date: May 21, 2025.

Position Summary

This position performs operational and maintenance duties for Parks & Recreation Services. Provide seasonal services between municipal cemeteries/parks and the Meaford & St. Vincent Community Centre, which includes; facility cleaning, preventative maintenance, and performing municipal park maintenance.

Role Specific Duties and Responsibilities

Operational Maintenance:

Municipal Cemeteries & Parks Services (Spring/Summer):

1. Assist with daily operations and maintenance of the municipal cemeteries. Assist with maintaining the cemetery records which include maintaining and updating cemetery maps and owner/internment records; preparing monument foundation records; maintaining health and safety records. Perform interment services which include assisting funeral homes/family members in burial process, opening/dressing/closing graves, leading funeral processions to grave sites, and providing contingency plans for winter burials; perform digging of double depth graves to square up sides of excavated graves which involves descending 7 feet.
2. Operate tractor, backhoe, small equipment and hand tools such as, but not limited to, chainsaw, weed eaters, grass cutting equipment, chainsaw, snow blower; perform, and/or arrange for major.
3. Assist in maintaining and monitoring the condition and safety aspects of playground equipment through regular inspections.
4. Perform minor carpentry and woodworking maintenance and repairs; general property maintenance; and maintenance and repairs on vehicles, machinery and equipment.
5. Operate front-end loader, rubber-tired backhoe, tractor and attachments such as mower, pick-up truck; operate small equipment and hand tools such as, but not limited to, chainsaw, snow blower, truck jacks, air compressor and attachments, steam jenny, weed eaters, grinder, scythe, portable compactors, portable water pumps, portable hand sprayer, wood chipper and splitter.

6. Maintain and ensure clean and safe corporate facilities, which includes: overall facility janitorial work including, washrooms, floors, public areas, garbage/recycling, etc.
7. Perform minor facility maintenance, which includes painting, mechanical, plumbing, electrical and structural repairs as required.
8. Complete accident reports, notifying supervisor of same; contact appropriate emergency services as required.

Arena Services (Fall/Winter Season):

9. Assist in the daily operations and maintenance of the arena, which includes: receiving and responding to incoming enquires and problems; fostering good working relationships and public safety awareness and providing any policing necessary; collecting ice rental revenues and issuing receipts; make money change for concession staff; sharpening skates; selling and recording sales from the pro shop; assigning dressing rooms and keys to patrons.
10. Maintain and ensure a clean and safe arena facility, 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 receptacles.
11. Perform minor building maintenance, which includes painting, mechanical, plumbing, electrical and structural repairs, and ice glass repairs, as required.
12. Assist in maintaining proper ice maintenance, which includes: flooding and scraping ice; edger operations; maintaining, recording, and monitoring appropriate ice thickness; performing board and glass repairs; conducting ice machine maintenance, i.e.: blade replacement.
13. Complete accident reports, notifying supervisor of same; contact appropriate emergency services as required.
14. Assist during special events, junior hockey games, tournaments, and public skating with the operation and supervision of the facility during these events, which may include: assisting with material setup/tear down of special events, and ice resurfacing process after ice time usage.
15. Assist, as required, in maintaining the compressor room, which includes: initiating day/evening setting; logging refrigeration room readings on a 2 hour basis; purging oil from chiller, charging compressors with oil, and changing brine temperatures, as instructed; performing water tests; monitor the overall proper working condition of the refrigeration equipment, notifying supervisor of malfunctions, rotating brine pumps.
16. Conduct opening/closing duties, which include: activate/de-activate security alarm; checking fire alarm panel; removing snow from all entrances and

exits; activate appropriate lighting for scheduled arena activities; performing end of shift security and alarm checks.

17. Assist in maintaining an inventory of supplies, which includes: receiving and confirming accuracy of invoices and shipments; stocking supplies in appropriate storage locations; refilling vending machines; provide notification of when supplies are low.
18. Emergency call duty for after-hours building issues.

General Duties and Accountabilities

- Provides and maintains a high degree of confidentiality and security of information at all times.
- 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.
- Perform other duties as may be assigned in accordance with department and corporate objectives.

Required Certifications and/or Health and Safety Requirements

1. Possess certification in Basic Refrigeration, Propane, Chainsaw Operation, and courses in ice facility operations and park maintenance and operations.
2. Valid First Aid and CPR Certification.
3. Possess certification First Aid and CPR.
4. Thorough knowledge of Occupational Health and Safety Act (OHSA); and employee relations principles and practices.

Education, Skills and Experience

1. OSSGD, or equivalent, combined with one 1 year of custodial and/or minor building maintenance and repairs, refrigeration plant and/or general machine operation experience; an appreciation for arena sports and recreation activities would be an asset.
2. Ability to operate ice resurfacing machine, ice edger, and handle cash.
3. Possess minor carpentry and woodworking skills; and general equipment maintenance and repair skills.
4. Proven ability to operate front-end loader, rubber tired backhoe, tractor and attachments such as mower, pickup truck; operate small equipment and hand tools such as, but not limited to, chainsaw, snow blower, truck jacks, air compressor and attachments, weed eaters, wood chipper and splitter.

5. Thorough knowledge of WHMIS, equipment operation and maintenance, small handheld tools, tractors, backhoes, grass cutting equipment; and employee relations principles and practices.
6. Working knowledge of Microsoft Windows and Office applications, cemetery software systems, and office equipment.
7. Ability to demonstrate tact and discretion, dignity and respect in handling matters of a confidential or highly sensitive nature, and to maintain confidentiality.
8. Ability to deal effectively and courteously in all aspects of the position; to work effectively at fostering good rapport and cooperative working relationships; and to champion the corporate mission and values.
9. Available to work flexible hours as may be required for funeral/cemetery services for emergency, on-call, and after-hours response or to quickly access, take control and respond to emergency situations.

Physical Demands and Working Conditions

- Physical demand requires standing, sitting and walking, and visual attention for health and safety compliance, crew safety and personal safety at work location. Physical dexterity required for walking, bending and minimal lifting as required. Exposure to ammonia, and alternate cleaning chemicals will be encountered.
- Working conditions are subject to exposure to inclement weather conditions, mud, dirt, noise; and exposure to public criticism/abuse throughout daily operation.
- Normal hours of work are 40 hours per week, with availability for overtime hours, when necessary. Availability or provision for 'on call' response which requires carrying paging device (24/7 operation) as scheduled.

Contacts and Interactions

- Communicates regularly with municipal staff, community organizations, volunteers, contractors and general public.

Applicant Information

This posting will remain open until May 21, 2025. Interested applicants are invited to forward their cover letter and resume quoting Job #2025-20 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.