

Town of Thessalon

ARENA/PARK LABOURER 2

General

To perform skilled work in the maintenance, and service activities related to arena, parks and recreation.

Supervision received and exercised

- Receives supervision from the Town Superintendent or the Working Superintendent
- May exercise occasional instruction to lower level maintenance staff

Duties

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Operate equipment and power tools such as tractors, trucks, front-end loader, zamboni, compressors, mowers, edgers and blowers; maintain hand tools and assigned equipment; perform preventive maintenance on equipment.
- Utilize proper safety precautions related to all work performed.
- Respond to public inquiries in a courteous manner; provide information within the area of assignment; report complaints in an efficient and timely manner to the immediate supervisor.
- Perform snow removal and ice control duties as required.
- Perform related duties and responsibilities as required.
- Communicate and enforce policies of the organization and rules of the facilities and grounds.

When assigned to the arena:

- Make ice.
- Maintain the ice surface, check for hazards and cracks on a timely manner.
- Check and maintain the compressor system as required by the Technical Safety Standards Association, complete the log book as required and sign daily.
- Maintain and service all equipment and vehicles on a regular basis.
- Inspect buildings on a daily basis; replenish paper products, soap, etc., as required.
- Maintain and order maintenance supplies as per municipal policies.
- Inspect, clean and disinfect washrooms as required (minimum daily).
- Sweep, vacuum, mop floors as required (minimum daily).
- Wax floors, as required.
- Inspect and clean all surfaces as required.
- Perform minor carpentry, electrical and plumbing maintenance as required.
- Respond to citizen concerns and advise supervisor when appropriate.
- Provide building security, opening and closing buildings as required.
- Answer telephones, accept and record rental bookings.
- Handle cash and cheques and balance till as required.
- Maintain snow removal on sidewalks and parking area around the building.
- Operate the zamboni.

When assigned to recreation:

- Perform duties as assigned by the Town Superintendent or the Working Superintendent

When assigned to parks (including the beach area):

- Answer telephones, accept and record rental bookings.
- Handle cash, cheques and credit cards as well as balance till as required.
- Inspect buildings on a daily basis; replenish paper products, soap, etc., as required.
- Maintain and service all equipment and vehicles on a regular basis.
- Maintain and order maintenance supplies as per municipal policies.
- Inspect, clean and disinfect washrooms as required (minimum daily).
- Sweep, vacuum, mop floors as required (minimum daily).
- Wax floors, as required.
- Inspect and clean all surfaces as required.
- Perform minor carpentry, electrical and plumbing maintenance as required.
- Respond to citizen concerns and advise supervisor when appropriate.
- Provide building security, opening and closing buildings as required.
- Water, mow, weed, trim and fertilize green areas.
- Plant, water and maintain landscaped areas consisting of trees, flowers, shrubs, and lawns.
- Trim and prune trees and shrubs; stake trees as necessary.
- Rake leaves and clear debris and litter from walk, fields, and other facilities.
- Assist winterizing maintenance in parks, gardens, and Town owned facilities.
- Install and repair playground equipment, fences, and other related parks equipment and facilities.
- Maintain athletic fields and related facilities.

General Duties:

- Perform duties in accordance with the current Acts and appropriate regulations.
- Promote safe working practices.
- The Town Superintendent or the Working Superintendent may reassign workers to other areas that require temporary extra manpower.
- Other duties as assigned.
- Public safety will be the first priority.
- In the case of emergency, the Town Superintendent or the Working Superintendent has the authority to assign work to gain control of the situation.

Qualifications preferred:

DZ drivers licence

First Aid

WHMIS

Qualifications desired:

Basic Refrigeration Level One Course

Dated: March 20, 2017

