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## MUNICIPALITY OF CENTRE HASTINGS

## JOB DESCRIPTION

August 2023

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<b>JOB TITLE:</b>	<b>Parks, Recreation and Facilities Attendant</b>
<b>DEPARTMENT:</b>	Public Works
<b>DIVISION:</b>	Parks, Recreation and Facilities
<b>DIRECTLY RESPONSIBLE TO:</b>	Parks, Recreation and Facilities Supervisor
<b>INDIRECTLY RESPONSIBLE TO:</b>	Director of Public Works

### **MAIN PURPOSE:**

Reporting to the Parks, Recreation and Facilities Supervisor, the Parks, Recreation and Facilities Attendant is responsible for assisting in the implementation and maintenance of day-to-day operations and aspects of indoor and outdoor recreation facilities in the Municipality including municipal buildings, arena, sports field(s), trails, parks, and open spaces. This position includes ensuring facilities and recreational spaces are operated in a safe efficient manner.

### **KEY RESPONSIBILITIES:**

- Performs garbage collection, indoor and outdoor maintenance duties and seasonal grass cutting and trimming
- Performs day-to-day maintenance activities of the Madoc & District Recreation Centre (Madoc Arena)
- Assist with scheduling facility rentals and accepting payments for user groups and the general public
- Assist with day-to-day operations of the parks, recreation, and facilities department throughout the Municipality of Centre Hastings to keep parks & facilities safe, clean and attractive according to municipal standards

- Ensure that all facility equipment and machinery is maintained and running safely according to the Ministry of Labour standards (i.e. all guarding in place and safe to operate)
- Respond to any park or facility related emergencies or problems which may occur and complete the appropriate action and reports
- Respond effectively and efficiently to complaints of stakeholders and take appropriate action in the parks, recreation and facilities department as directed by the Supervisor in their absence
- Ensure accurate records are kept with regards to administrative information
- Promote good public relations giving the Municipality of Centre Hastings a positive public image through its parks & recreational services
- Performs all other related duties as assigned

### **EDUCATION/EXPERIENCE/SKILLS TRAINING:**

- Must possess an Ontario Secondary School Diploma (OSSD)
- Possess “B” Certificate in Refrigeration, or willingness to obtain Refrigeration certification “B” license (CIT – Certified Ice Technician)
- Possess propane handling certificate
- Valid Ontario G class drivers’ license
- Demonstrated computer skills in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- A minimum of two (2) years’ work experience in a related field is an asset.
- Good Knowledge of the following:
  - Refrigeration, Ice making and maintenance
  - Olympia operation and maintenance
  - Grounds keeping equipment operation and maintenance
  - Parks/Sports field management
  - Municipal Policies and Procedures
  - Minor repairs

**Willing to attend job related training as directed by the Municipality.**

### **KEY PERFORMANCE COMPETENCIES:**

- Demonstrated ability to develop positive relationships with public, acting as a representative of rental facilities with openness and willingness to deal with customer requests.
- Demonstrated ability in conflict management skills to tactfully defuse emotionally charged situations with the public.

- Demonstrated ability to communicate effectively in writing and orally with fellow employees, the public and other external contacts.
- Demonstrated ability and confidence to prioritize workplace demands and tasks independently on own initiative.
- Demonstrated ability to work as a team member to attain stated goals and to effectively provide the best service available to public.
- Demonstrated ability to use mental and visual concentration to solve problems, interpret information, formulate ideas, and input data.
- Demonstrated ability to deal with frequent interruptions and changing deadlines while maintaining a high level of accuracy.
- Demonstrated ability to ensure the confidentiality of all corporate information and transactions are in accordance with the *Municipal Freedom of Information and Protection of Personal Privacy Act*.
- Demonstrated ability to act and work in accordance with established guidelines, follow standard policies, procedures, and legislation such as *Occupational Health and Safety Act; Accessibility for Ontarians with Disabilities Act (AODA), etc.*

#### **WORKING RELATIONSHIPS:**

- Internal: Other Department Staff, Parks, Recreation and Facilities Supervisor and the Director of Public Works.
- External: Members of the Public, Contractors, etc.

#### **WORKING CONDITIONS:**

- Exposure to a variety of environments both indoor and outdoor. Prolonged exposure to high temperatures, direct sunlight, and humid environment as well as low temperatures, wind, and icy or snowy environment.
- Requires adequate physical condition to conduct various duties associated with recreation facility development and operation.
- Must work flexible hours including early mornings, evenings, weekends, and Statutory holidays.
- May be required to work unusual hours in order to handle emergency situations.
- Normal stress associated with interactions in dealing with irate residents. Hostile situations can occur when dealing with the public and one is reminded to conduct themselves professionally.