

Parks & Recreation Department – Seasonal Labourers – Winter Season
\$19.33 per hour (2023 rate)

Position Dates: Fall 2023/Winter 2024

Job Description:

Under the direction of the Manager and/or designate, perform general maintenance, custodial duties as assigned, in the operation and maintenance of Douro and Warsaw Community Centres along with other recreation facilities such as halls, parks, fields, trails and playgrounds.

Job Responsibilities:

- Assist in the maintenance of arena ice conditions, refrigeration plant and building mechanical systems.
- Assist with the operation of motorized ice resurfacing machine (circle check, flood ice and shave) and perform associated minor maintenance duties such as checking fluid levels and making blade changes.
- Perform maintenance duties related to the rink area such as painting the ice, and removing snow and ice.
- Assist in the operation of refrigeration plant and HVAC equipment by performing preventative maintenance functions and recording equipment readings under direction of senior staff.
- Maintain washrooms and change/dressing rooms and associated areas in a sanitary condition including cleaning; disinfecting; removing garbage and replenishing supplies of toilet paper, soap, etc.
- Perform general caretaking duties such as cleaning floors; wet mopping; operating power cleaning equipment; cleaning glass; collecting and disposing of garbage both inside and outside the facility; moving furniture, setting up and taking down equipment; and cleaning and clearing the building entranceway and emergency exits of snow and ice as required.
- Perform general maintenance duties in the overall facility such as painting, replacing light bulbs, and making minor carpentry and plumbing repairs as assigned and instructed.
- Notify senior staff of maintenance or risk management concerns.
- Abide by the requirements of the Occupational Health and Safety Act and the Township of Douro-Dummer Health and Safety Policy and all other Township Policies.
- Maintain appropriate work records as assigned and directed including timesheets, duty sheets and other documentation and sign off as required.
- Maintain good public relations with customers, user groups and colleagues.
- Perform other related duties as required.

Job Requirements:

Knowledge of refrigeration principles and physical plant maintenance is an asset; demonstrated mechanical aptitude is required.

Physically fit and able to climb and work from heights, stretch, lift and move heavy items (50 lbs., approx. 23 kgs.), stand, bend and walk for extended periods of time; capable of performing the work assigned in a safe manner.

Basic reading, writing and oral communication skills. Able to understand and follow simple oral and written instructions, which deal with standardized situations. Able to complete forms and records relevant to the job. Able to read, record and comprehend mechanical gauges related to all facility equipment.

Ability to work alone or with minimal supervision; personal qualities of reliability and teamwork.

Able to perform rotating shift work necessary to fulfill the requirements of a seven-day operation.

Knowledge of computers and ability to use a variety of technologies to complete record keeping and conduct job duties.

Possess and maintain a valid unrestricted Ontario Driver's License, minimum Class "G"

First Aid, CPR, Accessibility and WHMIS certificates or ability to obtain same per the Department's training schedule.