



Township of Douro-Dummer Job Description

POSITION TITLE: Parks & Recreation Labourer

DEPARTMENT: Parks & Recreation Department

REPORTS TO: Lead Hand

DATE REVISED: September 2021

Position Summary

Under the direction of the Manager and/or Lead Hand, 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.

Summer Responsibilities

- Park maintenance, upkeep and garbage clean up (including Municipal garbage cans, streets, and all Municipal parks).
- Watering of gardens throughout the Township. Flowerbed maintenance includes removing debris and weeds from soil, flower planting, weeding, and deadheading.
- Custodial duties at facilities (includes cleaning & sanitization of washrooms, wiping down tables, sweeping, mopping, and painting, etc.).
- Checks and maintenance of all playgrounds.
- Dragging and lining of ball diamonds.
- Assist in community special events (includes set-up and take down of equipment as well as working at the events).
- Assist in the preparation and clean-up of events rented in all municipal parks and facilities.

- 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.
- Knowledge and appropriate use of personal protective equipment when required.
- Perform other related duties as required.

Winter Responsibilities

- Assist in the maintenance of arena ice conditions, refrigeration plant and building mechanical systems under direction of senior staff.
- Assist with the operation of motorized ice resurfacing machine and perform associated minor maintenance duties such as checking fluid levels and making blade changes under the direction of senior staff.
- Perform maintenance duties related to the rink area such moving nets, removing snow/ice and patching minor ice repairs.
- 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; cleaning and clearing the building entranceway and emergency exits of snow and ice as required.
- Perform general maintenance duties in the overall facilities such as painting, replacing light bulbs, etc.
- 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.
- Knowledge and appropriate use personal protective equipment when required.
- Perform other related duties as required.

Working Relationships

Internal:	Manager/Lead Hand	Township Staff
External:	Ratepayers	General Public

Knowledge, Training and Qualifications

The incumbent must have proficient knowledge of the following (or the willingness and ability to obtain):

- Mechanical aptitude and/or experience in lawn maintenance and the operation of lawn equipment would be considered an asset.
- 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.
- Ability to work alone or with minimal supervision
- Able to perform rotating shift work necessary to fulfill the requirements of a seven-day operation. This may include weekends, evenings, and special events.
- Must provide own CSA approved safety footwear
- 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.

Skills, Competencies, Communications

- Ability to work indoors, outdoors and in variable weather conditions.
- Ability to take initiative, prioritize tasks, and work under deadlines.
- Ability to work in a team environment and work independently.
- Ability to be able to operate certain types of equipment (ie. riding lawn mower, weed trimmer, push lawn mower, leaf blower, small hand tools, hedge trimmer, wheelbarrow, shovel, rake, etc.).
- Ability to be able to carry, lift, push, and/or pull light, moderate, and heavy amounts of weight.
- Ability to maintain cordial work relationships with staff, other departments, and the public.

- Ability to be a focused listener in situations where full mental attention is required.
- Ability to be able to stand or sit for prolonged periods of time.
- Ability to be able to occasionally stoop, bend, twist, crouch and reach in certain situations.
- Make recommendations to the Manager/Lead Hand with regards to repairs and maintenance.
- Promote good public relations and give the Township of Douro-Dummer a positive public image through its parks and recreational services.
- Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Proven ability to communicate effectively as a front-line customer service representative within the municipal organizational structure and with the clientele and user groups of the municipality.
- Ensure positive interactions with co-workers for the purpose of obtaining and sharing information to complete work assignments.
- Ensure positive interactions with the public to provide information, ensuring polite and tactful relations at all times.

Working Conditions

Work activities take place indoors with some exposure to cold temperatures, dirt, dust, noise and hazardous substances. Some work activities take place outdoors with exposure to inclement weather. Non-routine work hours, seven days a week. Occasional lifting and carrying of items weighing up to 50lbs.

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

Reviewed by:

Employee

Date

CAO

Date