

CORPORATION OF THE TOWNSHIP OF ALFRED AND PLANTAGENET

JOB DESCRIPTION

TITLE: Parks and Grounds Maintenance Attendant

SERVICE: Parks & Recreation

SUPERVISOR: Supervisor of Recreational Facilities

DIRECTOR: Director of Parks and Recreation

SUMMARY OF FUNCTIONS

Under the supervision of the Supervisor of Recreational Facilities, the Parks and Grounds Maintenance Attendant is responsible for the maintenance, upkeep, development and cleanliness of municipal parks, public grounds, recreational facilities, sports fields, and green spaces. The incumbent ensures that these areas remain safe, functional, clean, and welcoming for residents and visitors while contributing to positive user experience and the overall quality of municipal services.

DUTIES AND RESPONSIBILITIES

1. PROGRAMME/SERVICE

- Maintain parks, green spaces, and trails (mowing, pruning, weeding and general grounds maintenance).
- Perform the maintenance, upkeep, cleanliness and minor repairs of recreational facilities, municipal buildings, and marina facilities.
- Carry out the seasonal opening and closure of recreational facilities and infrastructures, including skating rinks, swimming pools, marina, multi-sport surfaces, splash pads, sports fields, docks, and trails.
- Prepare and maintain skating rinks, cross-country ski trails, sports fields and playgrounds and other recreational amenities to ensure safe and enjoyable use by the public.
- Operate various motorized equipment, machinery, and tools required for the maintenance of parks, facilities, and municipal infrastructure.

- Perform minor repairs, painting, and preventative maintenance to ensure facilities, equipment, and infrastructure remain in safe and in working condition.
- Assemble, install, dismantle, and relocate furniture and equipment required for municipal programs, activities, and special events.
- Provide operational and logistical support for municipal events, community activities, and Parks and Recreation Department programs and activities.
- Ensure cleanliness, housekeeping and overall upkeep of buildings, locker rooms, washrooms, and other public spaces.
- Welcome and assist visitors, provide information to the public, and perform certain administrative duties related to bookings, rentals, and user services.
- Monitor recreational facilities, and public spaces, control access as required and promote the safety of patrons, staff, and municipal properties.
- Comply with Occupational Health and Safety Standards Act, municipal policies, and WHMIS procedures.
- Perform other related duties and responsibility as assigned to support the efficient functioning of the Parks and Recreation Department.

2. HUMAN RESOURCES

During the summer season, you will work collaboratively with the summer students to carry out lawn mowing, park and grounds maintenance, and assist with the implementation of municipal capital projects.

3. FINANCIAL RESOURCES

None

4. MATERIAL RESOURCES

- The material resources are a cell phone, a truck and all the equipment, materials, and tools necessary for the maintenance and repair of equipment, structures, infrastructure, and municipal buildings.
- Employees are responsible for the materials and equipment assigned to them by their supervisor and must ensure the safe operation and maintenance of this equipment; (heavy equipment, tractor, snowmobile, trailer truck, snowblower, chainsaw, etc.).
- The incumbent shall maintain the confidentiality of all documents transmitted to him or her in accordance with applicable laws, regulations, and policies.

SKILLS AND EFFORT

5. KNOWLEDGE/EXPERIENCE

- High school diploma or the equivalent,
- Valid driver's license,
- Knowledge of gardening techniques, landscaping and maintenance practices of green spaces, is an asset,
- Strong organizational skills and ability to work independently, with minimal supervision,
- Effective communication and customer service skills,
- Excellent physical condition and ability to work effectively outdoors in various weather conditions,
- Demonstrate a strong sense of responsibility and commitment to performing work to a high quality standard,
- Resourceful, self-motivated, dependable and flexibility to adapt to changing operational needs,
- Possess the manual skills and practical abilities required to perform assigned duties and to safely and effectively operate a variety of landscaping hand tools, power equipment, and maintenance machinery.

6. PHYSICAL AND MENTAL EXERTION

This position requires physical effort and ability to perform manual tasks and work outdoors.

- Occasional and short-lived periods of mental focus.
- Physical Requirements:
 - Ability to lift, carry, push, and pull heavy materials, tools, and equipment weighing fifty (50) pounds (23 kg) or more.
 - Ability to stand, walk, bend, kneel, crouch, climb stairs and ladders.
 - Ability to safely perform physically demanding duties while maintaining productivity and adherence to safety standards.

7. JUDGMENT

The work is performed under the supervision of the Supervisor of Recreational Facilities in accordance with municipal by-laws, occupational health and safety standards, and environmental protection.

The incumbent exercise sound judgment by:

- Ensuring that users comply with applicable regulations, policies, and procedures,
- Taking appropriate action to prevent unsafe situations and maintain a safe environment for all users,
- Ensuring that users adhere to the site safety directives, and established standards.

8. INTERPERSONAL SKILLS

The incumbent will be required to demonstrate interpersonal skills to interact with their immediate supervisor, colleagues and the public.

Contact:

INTERNAL:

- Regular contact with the Supervisor of Recreation Facilities, individuals in the organization and in the Department;

EXTERNAL:

- Occasional contact with external stakeholders, service users and the public.

WORKING CONDITIONS

9. ENVIRONMENT

The work is performed outdoors in a variable weather context, which can occasionally reach extreme conditions including high or low temperatures, heavy rainfall, strong winds and other unpredictable weather conditions (heat, bad weather, humidity). The incumbent is responsible for taking appropriate and necessary precautions and adhering to all applicable health and safety procedures to ensure the safety of all despite these conditions.

10. CONTROL OF THE WORKING SCHEDULE

The hours of work correspond to the normal operational hours of the Parks and Recreation Service. The incumbent generally works 40 hours per week, consisting of 8 hours per day, Monday through Friday. However, during the winter season, evening and night shifts may be required for the maintenance of the rinks and to meet operational needs. For example:

- **Winter season (November to March)**
 - Ice *period* for rinks: variable work schedule based on operational needs including a 12-hour schedule, day, and night shifts.
- **Off-season:** Regular 40-hour work week (7 a.m. to 3:30 p.m.).
- **Overtime:** May be required to meet operational needs or emergency situations.
- **Place of work:** The primary reporting location is the Plantagenet Town Hall, located at 205 Old Highway 17, Plantagenet, ON K0B1L0. However, the incumbent will perform duties throughout the territory of the Township of Alfred and Plantagenet where the recreational facilities are located. These sites include, but are not limited to, playgrounds, recreational infrastructure, sports facilities, buildings, parks, and wooded areas.

Depending on operational needs, you may also be required to work or travel to other municipal facilities or external sites related to your duties, located on the territory of the municipality or in other municipalities. All travel will be in accordance with municipal policies in effect.

Note: This document has been written using the masculine gender only for the purpose of simplifying the text. It is agreed that all genders are an integral part of this document.