



Relief Recreation Employee

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

In a dynamic environment, you will operate equipment, use tools and perform physical labour to support the operation and maintenance of facilities and arenas on an as-needed basis. You have an Ontario Secondary School Diploma or equivalent; general knowledge of grounds keeping, custodial, construction and building mechanical systems; refrigeration and artificial ice maintenance; basic first aid/CPR, and possess a valid, unrestricted drivers' license. You also have the technical knowledge to safely operate tools/equipment. Teamwork, planning and effective communication are critical to success.

As this is a relief position, **hours will vary and are not guaranteed**, may include shifts and could be scheduled on short notice. The starting hourly rate for this unionized position is \$26.16.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

***Fort Erie...a welcoming, prosperous connected
community of choice***

The deadline for receiving application is 12:00 Noon on **Wednesday, October 28, 2020**. [Click here to apply.](#)

We will contact candidates selected for an interview. The evaluation process may include a practical assessment, background and criminal record check. Personal information is collected under the *Municipal Act, 2001* to determine employment suitability. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.

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Department: Infrastructure Services

Division: Parks and Facilities Division

Reports to: Supervisor, Facility Operation and Maintenance and/or Supervisor Parks and Cemetery Services and/or Supervisor, Parks and Arena Services

Position Objective

To support the operation and maintenance of facilities, arenas and parks.

Duties & Responsibilities (Duties and responsibilities may vary by season)

Parks, Open Spaces and Town Properties

- Maintain and repair parks, open spaces, beaches, sport fields and related installations, including grass cutting, planting and washroom inspection
- Safely operate various mowers, trimmers, small trucks and tractors
- Inspect/maintain/repair park furniture/playground equipment
- Complete logs/reports as required

Facilities

- Ensure efficient plant operations by performing maintenance and repair to facilities, properties and equipment
- Keep entrances/exits/walkways clear of snow and ice
- Respond proactively to customer service issues
- Ensure exceptional cleanliness and safety
- Perform special event/rental preparation, set-up and tear down
- Effect minor mechanical and electrical repairs
- Effect rough and finish carpentry

Arenas

- Flood and maintain ice using ice-resurfacing vehicle and equipment
- Monitor refrigeration plant regularly
- Minor repairs to ice maintenance equipment
- Ensure exceptional cleanliness and safety

Education & Experience

- OSSD or equivalent
- Six (6) months up to one (1) year experience
- First Aid and CPR/Public Access Defibrillation
- Valid drivers' license with driving record acceptable to The Corporation

Knowledge

- General knowledge of office procedures and protocol
- General knowledge of grounds keeping methods and equipment
- General knowledge of refrigeration/artificial ice maintenance
- General knowledge of housekeeping/custodial methods and equipment
- General knowledge of construction practices and equipment
- General knowledge of building mechanical systems, including heating, ventilation, air conditioning and associated equipment
- General knowledge of electrical systems
- General knowledge of monitoring sensor and fire alarm systems and equipment
- General knowledge of the Occupational Health & Safety Act

Skills & Ability

- Plans, organizes and schedules work independently with energy and enthusiasm
- Displays self-motivation and a positive outlook
- Good communication skills in dealing with the public
- Works co-operatively with internal customers and external service providers
- Displays a keen interest in developing technical knowledge and skills
- Receptive to direction
- Suggests improvements
- Anticipates obstacles to successful completion of assignments
- Understands the importance of teamwork
- Responds promptly to customers requests
- Communicates in a logical and organized manner
- Operates a variety of hand tools, grounds keeping, custodial and construction equipment

Direction of Others

Periodically performs some direction of students and casuals when working alone

Work Demands

- Assignments are given on a task by task basis
- Work is performed on own responsibility after assignment; exercise of judgement is a normal requirement when working alone but is restrained by methods, procedures and/or standards
- Shift work, including Saturdays, Sundays and holidays as required
- Handles contacts of a difficult nature and the resolution of problems
- Considerable degree of care required to prevent injury to others i.e. operation of mowers and ice resurfacer, general public safety
- Regular sensory effort; frequent physical effort
- Occasional lifting, operation of grounds keeping tools and equipment
- Frequent exposure to major disagreeable conditions
- Incorrect or inappropriate actions have serious, usually short-term effects

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Position History

In March 2005, the position of Recreation Employee was modified to reflect the department's name change resulting from the restructuring in accordance with By-law No. 200-04. It was further amended in May 2008 to reflect, in part, the results of the joint job evaluation exercise in preparation for a competition. It was further amended in November 2009 after the creation of the Cemetery Employee classification. It was updated in 2015 in advance of a competition.

This Job Description was reviewed in July 2017 for AODA compliance and organizational changes and reporting.

This position has been updated to reflect the JJEC rerating process in 2019.

Chief Administrative Officer

Date