



## **Parks and Recreation Department Job Description**

**JOB TITLE:** Parks and Recreation Facility Attendant  
**REPORTS TO:** Director of Parks and Recreation  
**SUPERVISOR:** Lead Hand  
**SUBORDINATE POSITIONS:** None

### **POSITION SUMMARY:**

To assist in the operation and maintenance of the Township of Champlain's recreation facilities and properties, and in the development and delivery of recreation programs and special events.

### **RESPONSIBILITIES:**

1. Operates the ice resurfacers, ice edger and monitors the ice plant, reports any problems to the Director of Parks and Recreation or alternate.
2. Provides supervision of the arena and community centre.
3. Assists in the maintenance of high standard of safety, cleanliness, and technical operation for parks and recreation properties and programs.
4. Coordinates and oversees the work of students or volunteer who may be working with him/her.
5. Issues receipts for any payment of fees and ensures that all monies collected and receipts are to be placed in the drop box as it is received.
6. Takes any bookings for any parks or recreation facility which are requested and records them and communicates these to the Parks and Recreation Team.
7. Advises the Director of Parks and Recreation or Alternate of any supplies that are required. Purchases small items required.
8. Records any messages for the Director of Parks and Recreation or Alternate, calling him/her at home regarding any concerns of an urgent matter.
9. Records the details of any incidents that may occur in sufficient detail in order to prepare an Incident Report and submits to the Director of Parks and Recreation as soon as feasible.
10. Advises the Director of Parks and Recreation or Alternate of any issues regarding the building, maintenance and equipment which may have an impact on public safety or municipal liability.

11. Sets up, takes down and cleans the community halls (windows, floors, kitchens, bar and bathrooms) before and after various functions.
12. Cuts grass and does trimming, pulls weeds, drags ball diamonds, performs daily checks of the parks, ensuring that all equipment is in good and safe working order, performing any minor repairs as required and reporting any major problems to the Director of Parks and Recreation or Alternate. Picks up all litter and debris and empties garbage containers as required.
13. Performs minor maintenance and painting in and around the parks and recreation facilities.
14. Sets up, takes down and cleans the cement slab before and after various functions.
15. During an emergency, declared or otherwise, staffing requirements can be critical. The employee will be available to work irregular hours performing normal tasks or others, as assigned.
16. Performs such other related duties within the general parameters of this job description, as may reasonably be requested by the Director of Parks and Recreation or Alternate.

#### **REQUIREMENTS:**

- A secondary school diploma;
- Must hold a valid driver's license & access to a personal vehicle;
- Bilingual in English and French;
- A general knowledge of carpentry;
- Good oral and written communication skills;
- Be physically fit for manual labour;
- Have a valid First Aid & CPR certificate or be willing to be trained;
- A certificate in Basic Arena Refrigeration would be an asset (Ontario Recreation Facilities Association);
- Willing to submit to a Criminal Background Check; and
- Some supervisory experience would be an asset.

#### **WORKING CONDITIONS:**

1. The work is performed in an environment with frequent exposure to minor undesirable and disagreeable conditions, such as: heat or cold, inclement weather, and public facility conditions where the facility must be accessible to the public and other staff.
2. Work is subject to unusual and unscheduled hours.
3. Tasks entail muscular strain, including walking, standing, stooping, sitting, reaching and lifting.
4. This full-time position is based on a 40-hour work week from Monday to Friday however WILL BE subject to changing schedules due to seasonal work.