



Job Description

Job Title: Parks and Facilities Operator (Contract)	Last Revision Date: March 2025
Reports to: Director of Parks, Recreation & Facilities	Approved by: Council
Wage Level: \$26.08/hr – 40hrs per week.	Effective Date: 29-Week Position. Between April to November

Job Summary: The Parks & Facilities Operator is responsible for the operations and maintenance of Municipal Parks and Facilities. This includes cleaning, repairs, and various kinds of maintenance of municipal properties.

Duties & Responsibilities:

- Responsible for conducting general maintenance work:
 - Emptying garbage cans, litter pickup, and other facility cleaning
 - Seasonal parks maintenance.
 - Recreational facility maintenance.
 - Oversee Arena operations and ice maintenance and creation under the direction of Lead Hand
 - Aide with completion of minor upgrade/repair projects.
- Assist with sports field maintenance, such as ball diamonds, tennis courts, and soccer fields, coordinate the cleaning of public change rooms within park facilities.
- Assist with beach and shoreline maintenance as and when required; install, remove, and maintain dock-installs and maintain the boat launch and dock.
- Assist with horticultural work, including tree maintenance and removal as necessary.
- Work weekends during peak parks season to ensure parks are maintained at a high standard.
- Ability to interact effectively and courteously with all levels of staff and public service in a Customer Service focused environment; build cooperative, collaborative working relationships with internal and external customers.
- Discusses plans, priorities and work scheduled with the Lead Hand and/or Supervisor.
- Perform all other duties as assigned.
- Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

This job description is intended to summarize the responsibilities of the job and is not a comprehensive list of all duties to be performed.



Skills & Knowledge:

- Good interpersonal skills.
- The ability to work independently and in a team environment.
- Parks and Recreation, Landscaping, Carpentry, or Equipment experience would be considered an asset.
- Experience in a Janitorial Position would be considered an asset.

Education & Experience:

- Diploma or Formal Training in a relevant field Horticulture, Carpentry, or Recreation etc.
- Secondary School Diploma
- "G" Class License

Work Environment:

This position will be five shifts per week Monday to Sunday 7:00 am – 3:30 pm. Must be physically fit to perform the essential duties of the job.

Application Deadline:

The Municipality of South Dundas is an equal opportunity employer and encourages applications from all qualified individuals. During the recruiting process, accommodation for applicants with disabilities is available upon request.

Applications will be accepted until **March 26, 2025, at 12:00 pm (Noon)**. Please send resume to hr@southdundas.com. We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.