



EXTERNAL JOB POSTING PR-17-08
Parks & Recreation Department
Casual Maintenance Operator

Location: Longlac Ward

Rate of Pay \$23.85/hr

DATE PREPARED AND POSTED: August 25, 2017 UNION: CUPE Local 3045

GENERAL

- Responsible for the operations of the Sportsplex/Community Centre, and maintenance of playgrounds, ball field, and greenspaces including cemeteries
- Assist with day to day operations to ensure the upkeep of the Sportsplex/Community Centre and other facilities and infrastructure within the approved budget
- Position is based in Longlac; duties throughout Greenstone assigned as required

QUALIFICATIONS

- Minimum of Grade 12
- Must possess a valid Class G (or higher) driver's license
- Employment is conditional upon a Vulnerable Sector Police Records Search, as per municipal policy
- Must be able to perform ice, building, HVAC, equipment and grounds maintenance
- Basic refrigeration and curling ice certification an asset

REPORTING RELATIONSHIP:

- Reports to Parks and Recreation Working Foreman or designate

DUTIES AND RESPONSIBILITIES

- Ensure compliance of the Health & Safety Program
- Daily checks and maintenance of all recreation and park facilities, equipment and amenities
- Preparation, set-up and clean-up of Sportsplex/Community Centre for functions
- Purchase material as per budget approval
- Installation and maintenance of ice surface

WORKING CONDITIONS AND HOURS OF WORK

- Outside in all weather
- Noise and fumes from equipment
- Physical activities include lifting, pushing, pulling, climbing and crawling
- May be required to work overtime as requested

Hours of work are not guaranteed and could vary from week to week

Current job description applies (available upon request). External applicants must submit a resume and covering letter, quoting Job Posting PR-17-08, to the Municipality of Greenstone Administrative Office (1800 Main Street, PO Box 70, Geraldton, ON), by no later than **4:30 pm, September 8, 2017** to:

Alan Clarke, Manager of Facilities & Parks
Email: al.clarke@greenstone.ca Fax: (807) 854-1468

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.