



INTERNAL JOB POSTING PR-24-19
Parks & Recreation Department

Operations Working Foreman, Beardmore Ward

Date Posted: October 9, 2024

Job Type: Permanent, Full-Time

Current Job Description Applies CUPE LOCAL 3045

Rate of Pay: \$33.54/hr

GENERAL

- Responsible for the operations of the Community Centre, Poplar Lodge Park, marina, playgrounds, ball field and greenspaces within the Beardmore Ward.
- Perform daily operations and maintenance as per the job description to ensure the upkeep of the Community Centre and other facilities and infrastructure within the approved budget
- Through the coordination of municipal staff in Greenstone, provide services for events and special requests throughout Greenstone as determined by municipal policies and the directives of the municipal Council.
- Position is based in Beardmore; duties throughout Greenstone assigned as required.

ELIGIBILITY REQUIREMENTS

- Minimum of Grade 12
- Must possess and maintain a valid Class G driver's license
- Employment is conditional upon Vulnerable Sector Police Records Search clearance
- Must be able to perform basic maintenance on facilities and equipment
- Ability to obtain Refrigeration and Maintenance certification and other required licences

REPORTING RELATIONSHIP:

- Reports to the Manager of Parks & Recreation

DUTIES AND RESPONSIBILITIES

- Ensure compliance with all OHS/A regulations, Greenstone Health & Safety policies, all other applicable legislation
- Maintenance and operation of all facilities, equipment and amenities
- Installation, preparation, and maintenance of arena and curling ice surfaces
- Supervise activities of Parks & Recreation staff
- Other duties as assigned

WORKING CONDITIONS AND HOURS OF WORK

- Outside in all weather
- Noise and fumes from equipment
- 40 hours per week. Shift work as required.

Applicants must apply by email in writing by no later than 4:00 p.m. on October 16, 2024 to:

Al Gordon, Manager of Human Resources
Municipality of Greenstone Administration Office
PO Box 70, 1800 Main Street, Geraldton ON POT 1M0

Email: al.gordon@greenstone.ca
Fax: (807) 854-1947

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.

