



## **Recreation Maintenance Worker / Full Time, 40 hours per week**

### **Position Summary:**

Reporting to the Recreation Director, the Recreation Maintenance Worker performs essential maintenance duties and operates tools, vehicles, and equipment in a safe and effective manner to fulfill assigned responsibilities. This role contributes as a valuable team member towards achieving overall municipal and departmental objectives. The Recreation Department oversees municipal recreation services, including programs and maintenance of all township facilities such as trails, outdoor rinks, playgrounds, parks, sports fields, and municipal centers. Collaboration with other municipal departments is integral, providing support as required.

### **Qualifications:**

- Completion of Post-Secondary School.
- Valid class "G" driver's license with a satisfactory driving record.
- Minimum 2 years of relevant work experience.
- Knowledge of provincial regulations, including the Occupational Health & Safety Act, and related on-site training.

### **Major Responsibilities:**

- Performs the responsibilities of the position consistent with the Operational policies of the Township and other statutory regulations.
- Conduct general maintenance and repairs across multiple municipal facilities.
- Maintain accurate records of maintenance, repairs, and inspections performed on-site.
- Organize and maintain cleanliness of repair tools and supplies.
- Ensure proper functioning of safety systems, including smoke and carbon monoxide detectors.
- Identify and address interior and exterior building issues promptly.
- Assist in setting up and dismantling equipment for special events.
- Perform additional tasks and duties as assigned by the Recreation Director.

### **Human Resources**

The incumbent works under the direction of the Recreation Director and the CAO/Clerk and is responsible for the indirect supervision and training of other recreation maintenance staff.

## **Financial Resources**

Not responsible for the preparation of an operating budget or for the acquisition of funds.

## **Material Resources**

Ensures the confidentiality of all documents of the municipality as required by legislation or other law, or policy.

Responsible for proper usage of all equipment and supplies.

## **SKILL AND EFFORT**

### **Knowledge**

The job requires:

- Familiarity with basic electrical, carpentry, plumbing, and HVAC systems is advantageous.
- Effective oral and written communication skills in a professional context.
- Proficiency in computer applications such as email, Word, Excel, and web browsers.
- Competence in operating light duty vehicles, small tools, and equipment.
- Ability to prioritize tasks, create schedules, and adhere to timelines for projects.
- Strong problem-solving abilities with a knack for diagnosing issues and implementing effective solutions.
- Detail-oriented with a proactive approach to identifying and mitigating potential hazards.
- Preferred certifications: Chainsaw License, Confined Space Entry, Working at Heights, Propane Handling, WHIMIS, Standard First Aid, CPR.
- Excellent verbal communication skills to provide accurate information in a pleasant and effective manner to the public.

### **Physical Skill and Effort**

Requires the ability to lift 50lbs + and work in all weather conditions.

## **Decision Making and Judgement**

Work is performed under the general direction of the Recreation Director.

### **Judgement is exercised in:**

Prioritizing workload to ensure deadlines are met. Must be able to work under stress and maintain composure to meet unexpected deadlines set by others.

Ability to prioritize tasks, create schedules, and adhere to timelines for projects.

Strong problem-solving abilities with a knack for diagnosing issues and implementing effective solutions.

## **Interpersonal Skills/Contacts**

Excellent interpersonal skills are required to interact with management, staff, Council, Committees, senior government officials and all citizens of the municipality.

Internal: With the CAO/Clerk, Recreation Director and Department Heads on a regular basis.

External: With the general public.

## **WORKING CONDITIONS**

### **Environment**

Flexibility to work after hours and weekends as required.

Work is performed at all municipal properties within the Township.

Deals extensively with the public.

Capable of lifting heavy equipment, climbing tall ladders, and carrying substantial objects.

Comfortable working outdoors in adverse weather conditions.

### **Control Over Work Schedule**

Work is subject to deadlines.

Occasionally works beyond normal working hours to achieve these deadlines.

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

**The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.**

Please submit your resume in confidence, clearly marked quoting "Recreation Maintenance Worker", no later than 9:00 am on August 16, 2024 to:

Andrea Lamontagne  
Township of McNab/Braeside  
2473 Russett Drive  
Arnprior, ON K7S 3G8  
andrea@mcnabbraeside.com

We thank all applicants, however, only those considered for an interview will be contacted.

Personal information and any supporting material will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Posted August 1, 2024