



Parks and Facilities Attendant 2 (Operator 5)

Position Type: Temporary, Full-time (35 hours per week including afternoons, evenings and weekends), union position

Location: Port Elgin, Ontario

Anticipated Start/End Date: May 16, 2022 to September 4, 2022

Who We Are:

The Town of Saugeen Shores is a community poised for growth, with careful attention to all we value: our beautiful natural environment, our waterfront and beaches, our community spirit and sense of pride, our inspired residents and valued visitors. We work collectively, collaboratively and positively to benefit all who choose to visit the Town of Saugeen Shores or call it home.

Located on the shores of Lake Huron, the Town of Saugeen Shores values work-life balance and offers competitive compensation and opportunities for career growth. Our goal is to attract, develop and retain a highly engaged and talented workforce, while promoting a culture based on behaviours of Trust, Respect, and Teamwork.

Summary of Duties:

Reporting to the Recreation Manager, the Parks and Facilities Attendant 2 position performs work related to the day-to-day operation and maintenance of recreational facilities including the Plex, Southampton Coliseum, and Southampton Town Hall. The position will perform outdoor parks maintenance as the facility schedule allows. The incumbent will primarily work independently but it is part of a larger team environment. The work schedule for the position is based on the facility use schedule and will include afternoon, evening, and weekend shifts.

Job Responsibilities:

- Perform work related to the day-to-day operation and maintenance of indoor recreation facilities, primarily at the Saugeen Shores Community Complex (Plex).
- Operate equipment such as floor scrubbers, and could include equipment such as zero-turns, lawn mowers and whipper snippers.
- Perform manual duties involving facility cleaning, basic repairs, and service and maintenance work to town facilities, including painting.
- Maintain care and control of facilities during facility rentals, programs and events.
- Follow the facility schedule to set-up and take-down events and ensure the facility is prepared and ready for users.
- Work closely with the Programs and Facilities Booking Coordinator on facility bookings.
- Interact and provide good judgement and customer service to patrons in a courteous manner.
- The position will perform outdoor parks maintenance as the facility schedule allows.



Minimum Job Requirements:

- High School Diploma
- Valid Class G Driver's License
- Standard First Aid and CPR/AED

Preferred Skills/Education/Training:

- Customer service
- Cleaning or janitorial experience
- Organizational and time management skills
- Smart Serve certification
- Facility maintenance experience an asset

What you bring to the role:

- Experience and skills relating facility maintenance
- Self-motivated and able to work independently and in a team environment
- Sound judgment and ability to establish and maintain effective working relationships with customers and staff
- Strong leadership and interpersonal skills
- Excellent oral and written communication skills
- Highly organized and detail oriented
- Computer literacy with experience utilizing the Microsoft Office Suite (Word, Excel, Outlook)

Salary: Union Operator 5, \$19.70 - \$22.17 per hour depending on qualifications and experience

Application Process:

Qualified applicants are invited to apply online at the Town of Saugeen Shores Careers section of our website at www.saugeenshores.ca by the application deadline. Only those selected for an interview will be contacted.

Application deadline: Wednesday, May 11, 2022 at 4:30 pm

The Town of Saugeen Shores encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the hiring process. Any information received relating to accommodation will be addressed confidentially.

All information collected is in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 and will be used for the purpose of this employment opportunity only.