



Parks and Facilities Operator (Operator 1)

Position Type: Temporary, Full-time (40 hours per week), union position

Location: Saugeen Shores, Ontario

Anticipated Start/End Date: June 2, 2022 to August 29, 2023 (15 Month Contract)

Who We Are:

The Town of Saugeen Shores ("the Town") 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.

About the role:

We are seeking an organized and team-oriented **Parks and Facilities Operator** to join our Community Services and Operations department. As the Parks and Facilities Operator, reporting to the Manager, Recreation and Manager, Parks, you will perform the day-to-day operations and maintenance of the Town of Saugeen Shores parks and facilities.

Job Responsibilities:

- Maintain the arenas including operating the ice re-surfacer, cleaning and performing general maintenance at the arena. In addition, you are responsible for assigning dressing rooms and ensuring the ice and facility rental policy is adhered to.
- Responsible for the care and control of recreational facilities during the shift (i.e. Saugeen Shores Community Complex)
- Set-up and take-down for events (i.e. tables and chairs)
- Perform day-to-day maintenance of the Town's facilities including sweeping, scrubbing, waxing, washing walls, cleaning glass, cleaning toilets and general washroom cleaning, waste management
- Conduct snow removal (shovel, hand operated snow blowers, PU truck mounted plows)
- Perform outdoor work during spring and summer months including grass cutting, garbage collection, horticulture, painting, waterfront maintenance, active park maintenance, trail maintenance
- Provide guidance to seasonal and part-time staff
- Operate and maintain equipment used by the Community Services and Operations Department
- Undertake maintenance of parks and facilities such as minor carpentry, painting, plumbing, electrical and window/door repairs
- Provide professional customer service and good judgement at all times to patrons and general public.
- Provide customer service to facility users and patrons who are renting or attending facilities (i.e. answer questions)
- Follow health and safety policies and procedures and conduct facility inspections as scheduled
- Attend professional development and continuing education courses as applicable



Minimum Job Requirements:

- Grade 12 / OSSD
- Valid G Driver's License,
- ORFA Basic Refrigeration Course Certification
- Physical ability to perform duties associated with job responsibilities
- Ability to work variable hours including evenings, weekends and holidays including overtime when required
- First Aid and CPR certification

Preferred Skills/Education/Training:

- Post-secondary education in parks, recreation, facility operations, horticulture or a related discipline
- Working knowledge and experience in carpentry, plumbing, electrical work, masonry work, dry-walling, painting and other maintenance
- Experience in the operation of equipment including ice resurfer, tractors, small and medium trucks and any equipment used by the Community Services and Operations Department
- Experience in the operation and maintenance of parks and facilities
- ORFA and Parks (OPA) training courses / designation would be an asset. Examples include: Fuel Safety Awareness, Confined Space Entry Awareness, Working from Heights, Playground Safety Awareness, Landscape Exterminators License, Horticulture, Trails etc.

Skills you bring to the role:

- **Client/Customer Service Focus:** You create a positive experience when interacting with customers through communication, patience, empathy, and technical knowledge.
- **Communication:** You have proven ability to communicate successfully and confidently both verbally and in writing.
- **Teamwork:** You can work with others toward a shared goal. You encourage and support your colleagues by offering for help and asking for help when needed.
- **Conflict Management:** You identify steps to resolve negative conflicts sensibly, fairly and efficiently. You exhibit strong conflict resolution, negotiation and mediation skills.
- **Organizational Skills:** You are highly organized, and you can process detailed information effectively and consistently.

Salary: IUOE Wage Grid Operator 1, Step 1 \$26.92 to Step 5, \$30.30 per hour

Application Process:

Qualified applicants are invited to apply online at www.saugeenshores.ca/jobs by the application deadline. Only those selected for an interview will be contacted.

Application deadline: Friday, May 27th, 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.

Posted: May 13, 2022