

Parks and Facilities Operator (Operator 1)

Position Type: Permanent, Full-time (40 hrs/week including weekend and afternoon shifts)

Location: Saugeen Shores, Ontario

Hourly Rate: Union Grid Operator 1, \$28.99 (Step 1) to \$32.64 (Step 5) per hour (based on qualifications and experience)

About the Town of Saugeen Shores:

The Town of Saugeen Shores (“the Town”) is a community poised for growth. We pay careful attention to all we value: our beautiful natural environment, located on the shores of Lake Huron, our waterfront and beaches, our community spirit and sense of pride, our inspired residents, and valued visitors.

Team Saugeen exists to keep our community safe, well-served, growing, and vibrant in ways that respect both everyone on the team and the public we serve. We win together.

We constantly collaborate on initiatives to enhance equity and inclusion in the workplace, and in the services and programs delivered to residents.

What we can offer you:

- 10 paid personal days in addition to a generous number of vacation days per year.
- Comprehensive extended health and dental benefits, including an Employee and Family Assistance Plan.
- Enrollment in the OMERS pension plan.
- A passion for investing in our workforce through learning and development that contributes to a culture of continuous improvement.
- A supportive and collaborative work environment.

About the role:

We are seeking an organized and team-oriented **Parks and Facilities Operator (Operator 1)** to join our Community Services department. As the Parks and Facilities Operator, reporting to the Parks Supervisor and the Manager, Recreation, 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 and Southampton Coliseum).
- Responsible for 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, and waste management.
- Operate and maintain equipment used by the Community Services Department.

- Undertake maintenance of parks and facilities such as minor carpentry, painting, plumbing, electrical and window/door repairs.
- Assist with repairs, renovations and recommendations as identified through facility audit reports and inspections.
- Conduct snow removal (shovel, hand operated snow blowers, pickup 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.
- Provide professional customer service and good judgement to patrons and public.
- Provide customer service to facility users and patrons who are renting or attending facilities.
- Follow health and safety policies and procedures and conduct facility inspections as scheduled.
- Attend professional development and continuing education courses as applicable.

Education and Training:

- High School Diploma or GED certificate
- Valid G Class Driver's License
- First Aid and CPR certification
- Post-secondary education in parks and recreation, facility operations, parks, horticulture, or a related discipline is preferred.
- ORFA Basic Refrigeration Course Certification is preferred.
- 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.

Experience, Knowledge, Skills:

- A minimum of one year of related work experience.
- Physical ability to perform duties associated with job responsibilities.
- Ability to work variable hours including evenings, weekends and holidays including overtime when required.
- Working knowledge and experience in carpentry, plumbing, electrical work, masonry work, dry-walling, painting, and other maintenance is an asset.
- Experience in the operation of equipment including ice re-surfacer, tractors, small and medium trucks, and any equipment used by the Community Services department.
- Experience in the operation and maintenance of parks and facilities.

Competencies and 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.
- **Conflict Management:** You identify steps to resolve negative conflicts sensibly, fairly and efficiently. You exhibit strong conflict resolution, negotiation and mediation skills.
- **Mechanical Aptitude:** You can comprehend mechanical and electronic concepts and apply them to address and resolve pertinent problems.
- **Organizational Skills:** You are highly organized, and you can process detailed information effectively and consistently.
- **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.

Application Process:

Are you ready to join Team Saugeen? Join us! Click the “Apply Now” link below to submit your application. We thank all candidates for their interest; however only those selected for an interview will be contacted.

[Apply Now!](#)

Application deadline: February 15, 2024 at 4:30 pm EST

The Town of Saugeen Shores is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act (AODA)*. The Town of Saugeen Shores will make every effort to accommodate applicants with disabilities in its recruitment and selection process. Please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants 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: February 1, 2024