



## **Job Description**

### **Community Services Parks Labourer - Seasonal**

#### **PURPOSE**

A Community Services Parks Labourer is a seasonal position (May-August) which is responsible for the safe and efficient operation of all parks, outdoor spaces, cemeteries, and associated facilities for the Township of Norwich. This position reports to the Properties & Facilities Manager.

#### **SKILL & EFFORT**

#### **KNOWLEDGE/SKILLS & EXPERIENCE**

- Must possess and maintain for a minimum of six (6) months a valid class “G2” Ontario Driver’s Licence
- Certification in First Aid/CPR with AED considered an asset
- Ability to safely operate various pieces of equipment, including but not limited to Zero Turn, Tractors, grass cutting equipment, etc.
- Excellent interpersonal, communication and problem solving skills
- Ability to work independently or in a team environment
- Ability to work flexible schedules including days, evenings, weekends and holidays

#### **RESPONSIBILITY**

#### **ACCOUNTABILITY**

- Maintain and secure parks and recreation facilities
- Identify maintenance problems and report to Supervisor
- Perform minor emergency repairs
- Follow up on work requests
- Report on fire or medical emergencies
- Prepare facilities for special events, which include setup and teardown of tables, chairs, prepping of outdoor spaces and ball diamonds etc.
- Monitor routine maintenance and housekeeping.

- Operate landscaping and grass cutting equipment
- Ensure conservation measures are followed
- Maintain municipal grounds
- Maintain stock and inventory controls
- Identify hazard and control risks
- Maintain records
- Perform janitorial duties including but not limited to: sweeping; mopping; polishing and scrubbing facilities and equipment
- Operate cleaning equipment
- Maintain acceptable standards for cleanliness
- Perform all other duties as required

## **FINANCIAL**

The individual(s) in this position is not required to assume any financial responsibilities

## **SUPERVISION**

This position does not have supervisory duties.

## **POLICIES & PROCEDURES**

The individual(s) in this position are required to follow established policies and procedures.

## **CONTACTS**

Work involves communicating with patrons, community groups, and/or staff in a courtesy manner.

## **PHYSICAL EFFORT**

- Physical demands require standing, moving, walking, lifting, carrying, climbing, managing equipment and supplies.
- May have to work odd or long hours at a time to complete special requests or projects or to participate in or coordinate evening and off-hour activities.

## **WORKING CONDITIONS**

- May work in various degrees of temperatures and weather dependent upon the task to complete at hand.
- Exposure to unpleasant but not hazardous chemicals, use of power tools, dealing with unhygienic conditions and related conditions.