

TOWNSHIP OF OTONABEE-SOUTH MONAGHAN

JOB DESCRIPTION MANUAL

POSITION: RECREATION, PARKS AND FACILITIES LEAD HAND	PAGE: 1 OF 2
REPORTS TO: RECREATION, PARKS & FACILITIES MANAGER	DATE: JANUARY 2025
THIS JOB DESCRIPTION IS: REVISED AS OF JANUARY 21, 025	NEW: REVISED: X EXISTING: RESCINDED:

JOB SUMMARY:

To assist the Recreation, Parks & Facilities Manager with the general maintenance and operations of the Township's recreational facilities, including arena, parks, ball diamonds and public facilities.

DUTIES AND RESPONSIBILITIES:

Recreation/Parks/Facilities – Operations and General Maintenance 85%

1. Provide custodial services in all areas of the recreational complex and other facilities as required.
2. Assist in maintaining and repairing machinery and equipment utilized at the complex and other facilities as required.
3. Assist in maintenance of ice surfaces in hockey and curling rinks to meet standards as outlined by the Recreation, Parks & Facilities Manager. Operate equipment for ice maintenance and resurfacing.
4. Performs labourer duties as required.
5. Assist in the maintenance and inspection of public properties, public gardens, and grass cutting on all municipal properties.
6. Conforms to all municipal and Provincial requirements, policies and guidelines including Municipal Health & Safety Policy.
7. Assists co-workers in the operation of services and equipment.

POSITION: RECREATION, PARKS & FACILITIES LEAD HAND	PAGE: 2 OF 2
REPORTS TO: RECREATION, PARKS & FACILITIES MANAGER	DATE: JANUARY 21 2025
THIS JOB DESCRIPTION IS: REVISED AS OF JANUARY 21, 2025	NEW: EXISTING: REVISIONS: RESCINDED: REVISIONS: X

15%

Facility Rental/Administrative

1. Assist Manager with the rental of the facilities to user groups. Schedule facilities and provide information related to rates and required rental agreements. Collect and receive rental fees.
2. Oversee operations and maintenance when the Recreation, Parks & Facilities Manager is absent.

Direct and Oversee Recreation, Parks & Facilities Personnel:

1. Upon the direction of the Recreation, Parks & Facilities Manager, shall oversee, lead and assist work performed by other staff related to Recreation, Parks & Facilities.
2. Communicates clearly and delegates work to ensure that work projects are carried out safely, effectively and efficiently.
3. Ensure all employees work in accordance with internal policies, safety regulations and all other legislation and regulations.
4. Communicate an overview of jobs onsite to effectively communicate relevant safety and technical aspects of the job.

Job Specifications:

- Grade 12 education and two years related experience.
- Knowledge of refrigeration, mechanical and electrical equipment, safety and maintenance procedures and custodial activities
- WHIMIS certification;
- ORFA Ice Resurfacer Operator certification
- Excellent Customer Service

Desirable Qualifications:

Although the following would be an asset and not mandatory obtaining these certifications within specified time frame would be a condition of continued employment.

- Smart Serve certification
- ORFA Ice Resurfacer Course
- ORFA Basic Refrigeration (would be an asset)
- Certified Ice Technician (CIT) (would be an asset)
- Drinking Water Quality Analyst

Working Conditions:

- Inside and outside work required. Working in extreme cold/hot and inclement weather. Occasional exposure to hazards.
- Requires good physical condition with the ability to climb, lift and other physical exertion.
- Operate machinery and work around safety hazards.

Key Competencies:

- Excellent customer service skills with the ability to deal with public in a cordial and welcoming manner
- Able to handle issues in a non-confrontational manner
- Time management and meeting deadlines.
- Excellent communication skills and the ability to understand verbal and written instructions from Manager or Director.

Job Description to be reviewed on annual basis by Employee and Director

Comments:

Employee

CAO

Date Reviewed _____