



TOWNSHIP OF BECKWITH JOB DESCRIPTION

JOB TITLE: Labourer (Part-time)

DRAFTED: February 17th, 2012

DEPARTMENT: Recreation

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DIVISION Facilities

DIRECTLY RESPONSIBLE TO: Facility Lead Hand and Facility Operator

MAIN PURPOSE:

Under the direction of the Facility Lead Hand or Facility Operator this position involves a diverse range of job activities including building cleanliness and customer service, facility repairs and maintenance, grass cutting, painting, event/rental program set up and tear down, and park/trail operations.

KEY RESPONSIBILITIES:

The following responsibilities will be undertaken under the supervision and in conjunction with the Facility Lead Hand and the Facility Operator

- Performs maintenance tasks such as sweeping, damp mopping, spot cleaning, washing, buffing, stripping, vacuuming, waxing, painting and disinfecting.
- Performs daily, weekly and annual grass, turf, park, and trail maintenance.
- Performs inspections of facilities reporting major breakdowns and repairs to the Facility Foreman.
- Setting up and cleaning up for all soccer and ice surface rentals as well as all Recreation Department sponsored programs and special events.
- Performs general repairs to existing facilities, operates and maintains machinery, trucks, ice resurfacer, tractor and loader, and other maintenance equipment and tools.
- Any other duties assigned by the Facility Foreman.

EDUCATION/EXPERIENCE/SKILLS TRAINING

Must possess or be willing to obtain:

- St. John's Ambulance First Aid Certificate and CPR, AED Certification, WHMIS training
- Knowledge of the Occupational Health and Safety Act
- Server Intervention Program Certification or Smart Serve

The following skills are required;

- Ability to perform general maintenance duties
- Ability to maintain a respectable public image and conduct
- Ability to maintain positive interaction with public
- Exceptional public relations and customer service skills
- Self-motivated and able to work independently to complete tasks in timely manner
- Class "G" Driver's License

The following education/ experience would be an asset:

- Recreation facility related experience is an asset
- Basic experience in the operation of industrial equipment and tools

WORKING CONDITIONS:

- Works in municipal recreation facilities.
- Both inside and outside work in all seasons.
- Possible exposure to hazardous materials.
- Shift work and weekend work is required.