



Posting Date: June 3, 2026

Job Type: Full-time, Fixed Term (13 months)

Work Location: Nick Smith Centre

Wage: \$28.09 per hour

Hours: 80 hours per two-week period

Reporting to the Facilities & Parks Coordinator, the Parks Operator position is responsible for the maintenance, upkeep, and safe operation of Town-owned parks and outdoor recreation amenities.

The primary responsibilities for this position include (but not limited to) the following:

- Responsible for performing operational work and maintenance to the Marina, all Parks, Playgrounds, Beaches, Trails, Ball Diamonds, Outdoor Rinks along with any other outdoor facilities, structures or spaces that pertain to Recreation.
 - Performing general grass cutting and trimming, pruning of trees;
 - Preparing infields for use by dragging and lining;
 - Keeping areas clear of debris;
 - Deliver and setup equipment to different functions as required;
 - Answer general questions from the Public, report any complaints and assist patrons using the facilities.
 - Responsible for custodial duties to outdoor recreation amenities, including washrooms, snack bar and Gazebo.
- Ensure the proper functioning, operation and maintenance of all parks equipment.
- Perform inspections on all playgrounds and playground equipment.
- Train staff on job related duties, safety operation of equipment (e.g. tractors, mowers, hand and power tools, equipment inspections, safe practices).
- Support implementation of work plan for seasonal front-line parks and marina staff.
- Support Park and outdoor facility preparations for marquee town events throughout the year – this includes but not limited to: Priorpalooza, Canada Day, Dragon Boat Festival, Sunday Market, Concerts in the Park, Santa Claus Parade to name a few.

- Support facility operators and/or custodian staff with maintenance, setup and general duties at the Nick Smith Centre on an as needed basis.
- Winter maintenance; Snow removal, clearing pathways and trails, maintaining outdoor rinks (including snow removal, flooding and ice maintenance), maintaining outdoor spaces for recreational programming and events.
- Maintain appropriate records which include and are not limited to daily inspections of parks amenities (i.e. play structures), equipment, maintenance and cleaning logs, checklists, equipment and supply inventory.
- Assist in any other maintenance deemed necessary by the Facilities & Parks Coordinator.
- Carry out other related duties as assigned by Facilities & Parks Coordinator.
- Keep qualifications up to date.
- Follow instructions with a minimum of supervision and with a high sense of responsibility.
- Represent the Town of Arnprior in a professional and positive manner; lead by example.
- Protect own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follow all internal policies and guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act. Maintain a safe and clean work environment.

The successful candidate will have as a minimum the following qualifications:

- Grade 12 minimum education.
- Valid 'G' Driver's License.
- CPR, First Aid, WHMIS, and Fall Arrest Training or willing to obtain within one year.
- Certified Playground Inspector or Registered Playground Practitioner designation or be willing to obtain within two years.
- Valid and satisfactory Background check.
- 6 months of previous experience in a related position, having performed the general duties of the position.
- Experience with the operation and maintenance of parks equipment and machinery including but not limited to tractors, mowers, blowers, hydraulics and small engines.

- Experience with Microsoft Office Suite.
- Knowledge of the parks systems, trails, beaches, marinas and waterfront spaces along with other outdoor-related facilities that fall under Recreation jurisdiction.
- Knowledge of the hazards and safety requirements of job.
- Thorough knowledge and understanding of the Ontario Occupational Health and Safety Act (OHSA), WHMIS and other relevant regulatory and legislative acts related to operations and maintenance.
- Ability to manage multiple projects and shifting priorities.
- Must be physically fit and capable of heavy physical labour at various job locations.
- Ability to carry out directions with a minimum of supervision and with a high sense of responsibility.
- The Ability to communicate with coworkers and the public in a professional manner.
- Ability to document and manage maintenance logs and other records.

Asset Qualifications:

- Certified Grounds Technician Certificate (ORFA) or equivalent preferred;
- Chainsaw safety certificate would be an asset.

Interested candidates are invited to submit an application in confidence by **3:00pm on June 19, 2026** quoting “**Parks Operator**” attention to Human Resources by:

Mail: Town of Arnprior 105 Elgin St. W. Arnprior, ON K7S 0A8

E-mail: hr@arnprior.ca

The Town is committed to maintaining an equitable work environment and welcomes submissions from all qualified applicants. If you require a disability-related accommodation to participate in the recruitment process please email the Human Resources Officer at hr@arnprior.ca.

Please be advised that internal candidate applications shall be processed first in accordance with the CUPE Local 4960 Collective Agreement.

All applicants are thanked for their interest, only the candidates selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.