

 <b>ARNPRIOR</b>	<b>The Corporation of the Town of Arnprior Job Description</b>	
<b>Job Title: Parks Operator</b>		<b>Page(s): 1 of 3</b>
<b>Location: Nick Smith Centre</b>	<b>Reports To: Facilities &amp; Parks Coordinator</b>	<b>Revision date: April 29, 2024</b>
<b>Department: Recreation</b>		<b>Hourly Wage: CUPE Local 4960</b>

**Position Summary:**

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 Parks Operator will assist in the general oversight and coordination of parks maintenance activities. The position will be performed in accordance with applicable legislation and standards including Renfrew County Health Unit, Provincial regulations, and Municipal by-laws. This position is a bargaining unit position with CUPE Local 4960.

**Key Responsibilities/Duties:**

*The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.*

*Operational Duties:*

- 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.
- Jobs will require the use of a variety of equipment and machinery.
- Maintain appropriate record 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.

*Other:*

- 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.

## **Working Relationships:**

*Internal:* Director of Recreation, Operations Supervisor, Facilities & Parks Coordinator, employees of the Recreation Department, and other employees of the Town of Arnprior.

*External:* The public, representatives from other Municipalities or agencies, associations and suppliers of services and equipment.

## **Subordinate Positions:**

Other employees in division, parks maintenance, marina staff, summer students or other short-term positions (assume some supervisory responsibility for these positions).

## **Work Locations:**

The Parks Operator position normally reports to the Nick Smith Centre but will include work in other Town parks and facilities. Work and training may require travel and attendance at various locations for attending meetings, obtaining supplies or skills training.

## **Working Conditions:**

1. May be subjected to extreme weather conditions;

2. Noisy atmosphere.
3. Weekend shifts and overtime may be required;
4. Work in public view most of the time;
5. Light to heavy physical exertion;
6. Required to work varied hours as needed; respond to on-call requirements.

## **Education and Experience:**

### *Education/Certificates:*

- 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.

### *Experience:*

- 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:*

- Knowledge of the parks systems, trails, beaches, marinas and waterfront spaces along with other outdoor-related facilities that fall under Recreation jurisdiction.
- Knowledgeable 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 to related to operations and maintenance.

### *Skills/Abilities:*

- 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 manager maintenance logs and other records.

### *Assets:*

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

### *Other:*

- Valid and satisfactory Vulnerable Record check.