

FACILITIES AND PARKS LABOURER 1 (SEASONAL) POSITION DESCRIPTION

PURPOSE OF THE POSITION

The Facilities and Parks Labourer is responsible for assisting with both facility and parks/green space maintenance in the Community Services Department.

SCOPE

The Facilities and Parks Labourer reports to the Parks and Facilities Supervisor and will assist in all facility maintenance/operations, parks, grounds and green space maintenance as required.

RESPONSIBILITIES

- Documentation of all daily, weekly and monthly processes.
- Ensure all municipal facilities and municipal properties are clean and safe.
- Any duties associated with landscaping, parks and facilities operations.
- Assist with emptying and cleaning of all garbage cans located at various locations throughout the Town.
- Safe operation of equipment associated with parks management i.e. mowers, edger's , brush cutters, floor scrubber, etc.
- Operation of Town vehicles will be minimal to none. If, on occasion the operation of a Town vehicles is required, safe operation of Town vehicles must be in compliance with the Vehicle Safety Policy.
- Respond appropriately to patrons/residents inquiries or concerns.

Other:

- Adhere to the Town of Redwater Health and Safety Program.
- Participate in staff meetings and in-service training as required.
- Any other duties as approved by the. Recreational Facilities and Parks Operations Supervisor or designate.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- Valid class 5 Alberta Motor Vehicle Operators License.
- Demonstrated knowledge and/or experience in parks maintenance operations and use of equipment.
- Valid First Aid and CPR would be an asset.
- WHMIS certification would be an asset.

Skills:

- Effective verbal and written communication skills.
- Strong interpersonal skills and ability to work within a team environment.
- Able to work independently with minimal supervision.
- As work is performed at various outdoor sites within the Town, physical job requirements include: occasional lifting of 50 pounds or more, twisting, walking, exposure to outdoor conditions, and working in traffic areas.

Personal attributes:

- Honest, trustworthy and respectful.
- Demonstrate dedication to the position and the community.
- Maintain standards of conduct.
- Maintain confidentiality.
- Flexibility.
- Demonstrate sound work ethics.
- Promote positive community awareness and public relations.
- Adhere to Municipal Code of Conduct.
- Maintain a clean standard of hygiene and neat appearance.

CERTIFICATION

Employee Signature

Supervisor's Signature

Printed Name

Supervisor's Title and Name

Date

Date

I certify that I have read and understand
the responsibilities assigned to this position

I certify that this job description is an
accurate description of the
responsibilities assigned to the position

Senior Administrative Officer's Signature

Date

I approve the delegation of responsibilities outlined herein within

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.