

# JOIN OUR TEAM!



## THE ROLE

### Parks & Recreation Maintenance

This is a temporary full-time (until approximately July 22, 2024) role at the County, with an hourly compensation range of \$25.411 - \$29.417.

## THE OPPORTUNITY

Within this role you will collaborate with your Supervisor and Lead Hand to actively seek and receive guidance to embark on an array of tasks and activities that contribute to the efficient operation and maintenance of facilities.

You will be responsible for managing the upkeep of buildings, arenas, parks, pools, cemeteries and equipment within the County.

If you are interested in this exciting opportunity please apply today to become an integral member of the Haldimand County Team!

## THE PERKS

- EFAP Program
- Employee Recognition
- Wellness Programs
- Safe & Friendly Work Culture
- Professional Development
- Defined Benefit Pension
- Health Benefits



- Grade 12 Graduation or Equivalent



- Min. 1 year of current related experience.



- Interpersonal Communication
- Collaborative Skills
- Self-Direction

## THE COUNTY

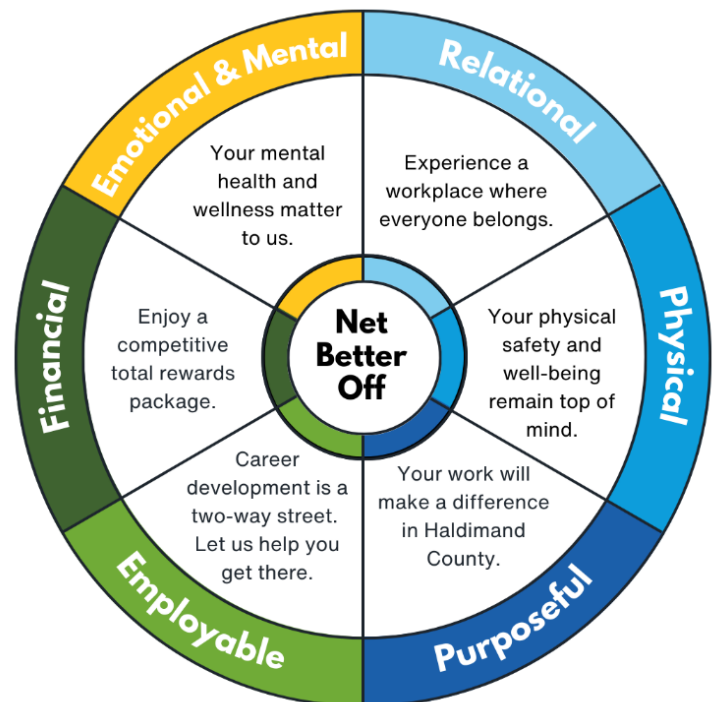
Haldimand County is a single-tier municipality with a dedicated team of professionals committed to delivering exceptional services to our citizens. With a focus on excellence, our county stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding career where we prioritize the health and wellness of our employees, their families, and the communities we serve.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive environment.

## THE NEXT STEPS

If this sounds like you, please submit your application online at [www.haldimandcounty.ca/careers](http://www.haldimandcounty.ca/careers).

This posting closes on **July 10, 2024 at 4:30 p.m.** Visit our careers page for more opportunities.



## JOB DESCRIPTION

### Parks & Recreation Maintenance, Facilities, Parks, Cemeteries & Forestry Operations

<p><b>POSTING #:</b> CUPE-2024-28</p> <p><b>POSTING PERIOD:</b> June 26-July 10, 2024</p>	<p><b>Employer Group:</b> CUPE Local 4700 (Haldimand)</p> <p><b>Reporting To:</b> Supervisor, Facilities, Parks, Cemeteries &amp; Forestry Operations</p>
<p><b>Grade:</b> 6</p> <p><b>Wage Range Hourly:</b> \$25.411 - \$29.417</p>	<p><b>Position Status:</b> Temporary Full-Time (until approximately July 22, 2024)</p> <p><b>Hours Worked Per Week:</b> 40</p> <p><b>Location:</b> Dunnville &amp; Cayuga Arena &amp; Parks *Potential subsequent locations including Caledonia and Hagersville</p>

#### CORE COMPETENCIES:

Self- Direction | Interpersonal Communication | Collaborative Skills

#### POSITION SUMMARY:

The incumbent will work with their Supervisor and the Lead Hand to seek guidance to undertake various tasks and activities related to the operation and maintenance of buildings, arenas, parks, pools, cemeteries and equipment.

#### QUALIFICATIONS, KNOWLEDGE & SKILLS

##### Education

- Grade 12 graduation or equivalent
- Certified Ice Technician (CIT) designation (must be current) or ability to obtain within a 3 year period
- Special consideration will be given to applicants with the following:
  - Pool Operator Level 1 (minimum) or approved equivalent.
  - Playground Equipment Inspection course from approved accredited organization (ex: Canadian Playground Safety Institute).

##### Experience

- Over one year, up to and including two years current related experience (for example, experience with refrigerated systems, plumbing, facility maintenance) and orientation, training and adjustment on the job itself.

Or equivalent to that combination

##### Knowledge/Skills

- Current valid Ontario Driver's License (Class "G").
- Current First Aid & CPR
- Solid reading, mathematical and technical skills.
- Proven technical ability to operate and maintain building environmental systems as well as ice-making and pool systems.
- Proven ability to communicate effectively, both in writing and verbally.
- Proven ability to read technical drawings and specifications.
- Good interpersonal skills required to deal effectively with peers, contractors and facility users.
- Solid customer service/public relations skills required along with proven ability to deal effectively with ratepayers, user groups and peers.

- Proven problem-solving skills.
- Proven ability to work constructively in a team environment or independently as required.
- Proven ability to follow directions.
- Must be physically able to do the work.
- Technology Aptitude
  - Demonstrated fundamental computer skills to perform basic tasks on various technological devices and programs while adhering to cybersecurity and an awareness of best practices.
  - Beginners knowledge of MS Office (Word, Excel, Outlook, PowerPoint).
  - Proven ability to follow steps that are well defined to obtain / input information use software on a regular and recurring basis to key in basic data (for example, time input into e-Timesheets, etc.) and send e-mails

**Tools & Equipment** (used on a regular basis include, but are not limited to):

- Refrigeration equipment (drain chiller, compressors, condensers)
- Ice resurfacers
- Gas powered chain saws, weed eaters, vehicles, lawn mowers, tractors, ice edger, hand tools
- Pool equipment
- Building HVAC equipment
- Lift
- Garbage truck
- County vehicle(s) including pickup truck with trailer and snow equipment attachments
- Curling maintenance equipment

## **RESPONSIBILITIES**

**The incumbent is expected to but not limited to:**

### People

- Provide functional guidance to part-time and temporary staff, students and/or contractors and suppliers/salespersons (when Supervisor or Lead Hand is not available) undertake / oversee various “special” tasks / projects, when and as required.
- Maintain good working relationships with Corporate staff
- Incumbent(s) will work both indoors and outdoors, providing quality customer service to County staff, members of the public and external agencies

### Functional

- Maintenance
  - Perform landscaping and grounds maintenance for assigned municipal grounds (i.e. parks, trails, cemeteries)
  - Monitor and maintain pool facilities including pump rooms and filtration systems
  - complete minor electrical / plumbing / carpentry / mechanical maintenance and repair activities as required
  - Perform routine maintenance on electrical, plumbing and HVAC systems, arena and pool building equipment and check for proper operation as required
  - Ensure assigned facilities and grounds are maintained in a clean and safe condition
  - Oversee and / or perform minor and major janitorial duties including day-to-day clean up, painting / refurbishing projects – internal and external, window cleaning, stripping and waxing floors, cleaning storage areas, vaults, electrical and mechanical rooms, empty garbage and recycling containers and set out for collection and maintain lighting (inside and outside)
  - Clean / maintain building exterior; for example, maintain, repair and clean outside walkways, driveways and parking areas
  - Operate and maintain inventory of supplies and / or act as shipper / receiver, helping to unload trucks / supplies
  - Maintain (including servicing, repairing and cleaning) tools and equipment used for building and / or grounds maintenance (i.e. janitorial equipment, grounds equipment, appliances)
  - Maintain accurate notes relative to work done and materials / equipment used.

- Make and maintain arena ice
- When they are assigned to assist with projects / tasks and ensure work is completed correctly and in a time efficient manner
- **Health & Safety**
  - Report any defects / problems / actions that may decrease / increase the level of service to the Corporation or its employees or increase / minimize operational costs or concerns of a health and safety nature, to the Supervisor
  - Complete required building, park, pool and cemetery health and safety inspections
  - Undertake approved winter control measures when required
  - Recharge and / or replace required chemicals
  - Monitor pressures and temperatures, conducting chemical analysis of various liquids, adjust as required and maintain accurate records of this information
  - Test and record carbon dioxide and monoxide (CO2 / CO levels); temperature and humidity checks
  - Respond to emergency and / or crisis situations (i.e. broken water taps, furnace problems, broken windows, etc.)
  - Ensure awareness of all health and safety issues
  - Ensure proper use of equipment / protective clothing
  - Incumbents to this position are expected to contact his / her Lead Hand or Supervisor if and when a situation arises which is beyond their scope of responsibility
- Actual tasks assigned may change seasonally

**All Haldimand County employees are expected to:**

- Work safely and respect others in the work place
- Maintain confidentiality
- Work within policies and procedures determined by Haldimand County and / or legislation relative to the function

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

**POSITION REQUIREMENT(S):**

A current (within the past 6 months) Police Check	OPP LE 219 or Equivalent
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Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at [hrhelpdesk@HaldimandCounty.on.ca](mailto:hrhelpdesk@HaldimandCounty.on.ca).

*County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM via County's Intranet - FuNK and submit online with a resume and cover letter by 4:30 PM on the last day of this posting.*

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.