

JOIN OUR TEAM!



THE ROLE

Parks & Recreation Maintenance Assistant

This is a permanent part-time role at the County, with an hourly compensation range of \$24.202 - \$28.017.

THE OPPORTUNITY

Join our team as the Parks & Recreation Maintenance Assistant!

You will be accountable to the FPCFO Supervisor and will be guided by the Lead Hand. As a Parks & Recreation Maintenance Assistant, your main responsibilities will include supporting a range of tasks associated with the upkeep and operation of buildings, arenas, parks, pools, cemeteries, and equipment.

THE PERKS

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



- Grade 12 graduation or equivalent.
- Plus other certifications.



- Over 6 months to a year of current related experience.



- Interpersonal Communication
- Collaborative Skills
- Self-Direction

THE COUNTY

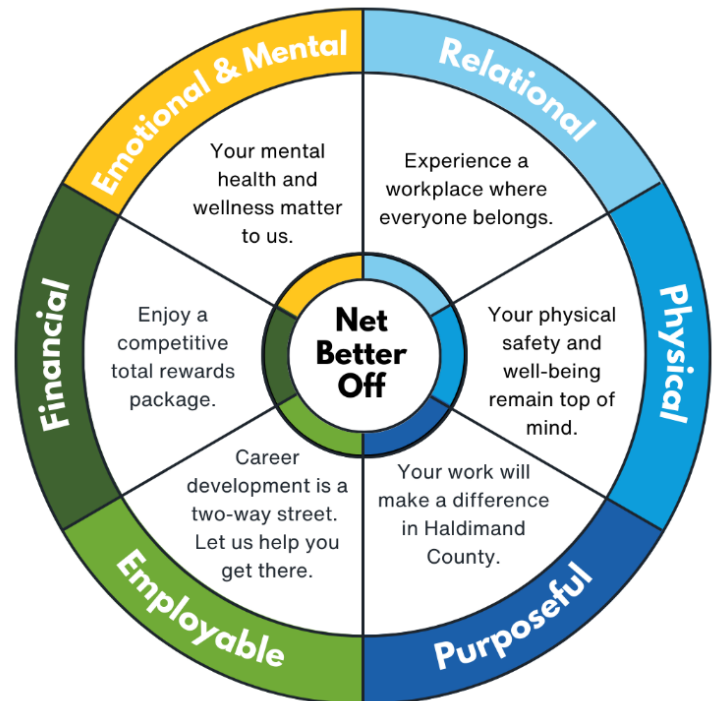
Haldimand County is a single-tier municipality with a dedicated team of professionals committed to delivering exceptional services to our citizens. With a focus on excellence, our county stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding career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

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



JOB DESCRIPTION

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

<p>POSTING #: CUPE-2024-31</p> <p>POSTING PERIOD: July 16-30, 2024</p>	<p>Employer Group: CUPE Local 4700</p> <p>Reporting To: Supervisor, Facilities, Parks, Cemeteries & Forestry Operations (FPCFO)</p>
<p>Grade: 5</p> <p>Wage Range Hourly: \$24.202 - \$28.017</p>	<p>Position Status: Permanent Part- Time</p> <p>Hours Worked Per Week: Up to 24</p> <p>Location: Hagersville Arena & Parks *Potential subsequent locations may be Cayuga, Caledonia, & Dunnville</p>

CORE COMPETENCIES:

Self- Direction | Interpersonal Communication | Collaborative Skills

POSITION SUMMARY:

This position will report to the Supervisor FPCFO and will receive work guidance from the Lead Hand. The Parks & Recreation Maintenance Assistant will assist with various activities related to the operation and maintenance of buildings, arenas, parks, pools, cemeteries and equipment.

QUALIFICATIONS, KNOWLEDGE & SKILLS

Education

- Grade 12 graduation or equivalent.
- Successful completion of Basic Refrigeration course (or willingness to complete within one year)
- Special consideration will be given to applicants with any of the following:
 - Certified Ice Technician (CIT) designation
 - Pool Operator Level 1 (minimum) or approved equivalent
 - Playground Equipment Inspection course from approved accredited organization (ex: Canadian Playground Safety Institute)

Experience

- Over six months up to and including one year current related experience and orientation, training and adjustment on the job itself.

Or equivalent to that combination

Knowledge/Skills

- Current valid Ontario Driver's License (Class "G")
- Solid reading, mathematical and technical skills
- Must be physically able to do the work
- 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
- Current First Aid and CPR required.
- 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.
 - 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 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.

Functional

- Maintenance Duties
 - Make and maintain arena ice under the guidance of full-time staff.
 - Perform landscaping and grounds maintenance for assigned municipal grounds (i.e. parks, trails, cemeteries).
 - Complete minor electrical / plumbing / carpentry / mechanical maintenance and repair activities as required.
 - 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 (including servicing, repairing and cleaning) tools and equipment used for building and / or grounds maintenance (i.e. janitorial equipment, grounds equipment, appliances)
 - Undertake approved winter control measures when required.
 - Maintain inventory of supplies and / or act as shipper / receiver, helping to unload trucks / supplies
 - Ensure proper use of equipment / protective clothing.
 - incumbent(s) will work both indoors and outdoors, providing quality customer service to County staff, members of the public and external agencies.
 - 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.

- Ensure assigned facilities and grounds are maintained in a clean and safe condition.
- 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.
- **Records & Reporting**
 - Maintain accurate notes relative to work done and materials / equipment used.
 - 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.

This vacancy is being posted in accordance with Article 15.3 of the collective agreement

Internal applicants must indicate on a Location Preference form those reporting locations in which they are interested in order to be considered for the initial vacancy and / or for any subsequent vacancy within the classification identified below that may arise directly or indirectly from the process of filling the initial vacancy. The Location Preference Form may be obtained through your immediate supervisor or Human Resources.

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.