



# Nackawic-Millville

RURAL COMMUNITY

## RECREATION & PARKS DEPARTMENT LABOURER

### JOB DESCRIPTION

**POSITION TITLE:** Labourer

**REPORTS TO:** Director of Recreation & Parks

**POSITION SUMMARY:** This full time, permanent position is part of the Recreation & Parks Department and is a unionized position. The Labourer will perform a wide variety of duties including arena ice operations and building maintenance, marina operations and maintenance, parks and grounds conservation and maintenance and preparing for special events. Specific aspects of the position are labour intensive.

### DUTIES AND RESPONSIBILITIES:

#### Recreation and Parks Facilities & Grounds:

- Ensuring recreation facilities are operated and maintained effectively and safely.
- Grounds keeping of all recreation department areas, municipal office property, fields, nature trail and parks.
- The maintenance and repairs to playgrounds, ball fields, tennis courts, basketball court, nature trail bridges and shelters, waterfront and marina areas.
- Preparing set up and tear down for special events and celebrations throughout the year, ie. Canada Day, Festivals, Bass Fishing Tournaments, etc.
- Routine maintenance of various lawn equipment, tractors, etc.
- Regular maintenance of municipal vehicles, equipment and tools.
- Other duties as required.

#### Arena Facility Operations:

- Arena operations such as ice making, resurfacing and removal, ice plant, zamboni operations, etc.
- Arena and storage buildings repairs and maintenance.



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- Dealing with the public during winter ice operation season, accepting payments. Dealing with the public during special events throughout the year.
- Maintaining building cleanliness, including dressing rooms, warm room, washrooms, common areas, etc.
- Other duties as required.

### **Marina Facility Operations:**

- Inspect, maintain and repairs to marina facilities, including building, docks, etc.
- Install and remove docking systems, gangway each spring and fall.
- Opening and closing of marina building, fuel pump, rental equipment.
- Grounds keeping of marina area.
- Other duties as required.

### **KNOWLEDGE, SKILLS & ABILITIES:**

#### **Knowledge**

- Preventative and predictive maintenance programs.
- Knowledge of arena ice operations.
- Knowledge of marina operations.
- Parks, playgrounds and nature trails. Building maintenance and repair.

#### **Skills**

- Mechanical inclined and carpentry skills.
- Ability to work in a collaborative, team environment.
- Ability to handle difficult and stressful situations with good judgement and discretion.
- Analytical and problem-solving skills.
- Good communication skills.

#### **Personal Attributes**

- Demonstrates time management, ability to multi-task and meet deadlines.
- Exhibits a dedication to the position and the public.
- Displays tact, diplomacy and discretion.
- Strong interpersonal skills.
- Demonstrates initiative and shows flexibility.

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Ideal candidate with Ice Operations Level 1 or II is preferred and considered an asset. Other equivalent training and experience will also be considered. Previous experience related in recreation and parks position is desired. Must possess a valid driver's license.

## **HOURS OF WORK, SALARY AND BENEFITS:**

- Compensation as outlined in the Union Collective Agreement.
- Location of work is Nackawic arena.
- Excellent Benefits and Pension Plan as per the Union Collective Agreement.