

**JOB DESCRIPTION:
RECREATION
LABOURER**

REPORTS TO: Recreation Facilities Manager

JOB SUMMARY: Responsible for the operation of town owned recreational facilities and equipment and the maintenance of recreational equipment. Able to work individually as well as part of team within the structure of an approved work schedule.

ESSENTIAL REQUIREMENTS:

(training opportunities will be provided for specific certifications)

- Valid class 5 Saskatchewan driver's license
- Satisfactory Driver's Abstract Report
- Satisfactory Criminal Record Check including Vulnerable Sector Check

COMPETENCIES:

- Good team working ability with an emphasis on communication within departments
- Work with minimal supervision
- Guest satisfaction orientated
- Be able to effectively organize and prioritize responsibilities
- Ability to remain calm in all situations
- Demonstrate dedication to the position and community
- Sound mechanical skills
- Be able to problem solve and make critical decisions
- Act as a competent person with regards to health and safety
- Work evening and weekend shifts
- Willingness to cross-train for other tasks and move up within the organization if possible

RESPONSIBILITIES:

- Ensure that the Jim Kook RecPlex is prepared for scheduled events
- Responsible for all housekeeping and general maintenance on a daily basis
- Report any concerns and requirements for facility repair to the Facility Manager
- Snow removal from parking lot and around emergency exits
- Maintain the ice surface and perform scheduled regular maintenance
- Skate sharpening
- Operate, maintain and ensure the ice re-surface undergoes daily, weekly, monthly and annual maintenance checks and informs facility manager of any deficiencies
- Cleaning and general janitorial tasks in all recreation facilities
- Other tasks as assigned by the Facility Manager and/or Community Development Director
- Perform and maintain sports grounds, playgrounds, tree/weed control, grass cutting rototilling, etc.
- Ensure all grass is cut around the sports grounds
- Perform repairs that cannot be done during the winter season in the RecPlex