

JOB DESCRIPTION:

**PUBLIC WORKS / RECREATION
LABOURER**

REPORTS TO: Superintendent of Municipal Operations or designate (in season)
Recreation Facility Manager or designate (in season)

JOB SUMMARY: The Public Works/Recreation Labourer is responsible for the operation of Town recreation facilities and equipment during the fall and winter seasons, and is responsible for general public works tasks in the summer season.

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
- An understanding of the Occupational Health and Safety Act
- Demonstrate dedication to the position and community
- Sound mechanical skills
- Stress management
- Be able to problem solve and make critical decisions
- Act as a competent person with regards to health and safety
- Work day, evening and weekend shifts
- Willingness to cross-train for other tasks and move up within the organization if possible

JOB DUTIES:

Public Works Department:

(Seasonally from mid April to mid September)

- Compost pickup including grass clippings, leaves, garden refuse
- Branch pickup and proper identification of tree species to ensure sorting of Dutch Elm
- Mowing grass with ride on and push mower and trimming with gas powered snipper
- Pothole patching and asphalt and curb repairs
- Repairing brick sidewalk sections
- Assist in any other general Public Works tasks which could include but not limited to: crosswalk painting, tree trimming, waste pickup, landfill litter pickup, provide relief work for landfill attendant including accurate gate entry procedures and compacting active waste cell, maintaining vehicles and equipment, maintaining municipal buildings.
- Other tasks as assigned by the Superintendent or Foreman.

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JOB DUTIES (continued):

Recreation Department:

(Seasonally from mid September to mid April)

- 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
- Set up and take down for special events
- Assist in the install and removal of skating ice and curling ice
- Snow removal from parking lot and around emergency exits
- Maintain the ice surface and perform scheduled regular maintenance
- Skate sharpening
- Inspect and repair boards
- Ensure the ice resurfacer undergoes daily, weekly, monthly and annual maintenance checks and coordinates the necessary repairs as needed.
- Cleaning and general janitorial tasks
- Operate and maintain the ice resurfacer
- Other tasks as assigned by the Facility Manager or Director of Recreational Services

JOB REQUIREMENTS:

(training opportunities will be provided for specific certifications)

- Valid class 5 Saskatchewan driver's license
- Satisfactory Driver's Abstract Report
- Minimum High School Diploma
- Satisfactory Criminal Record Check including Vulnerable Sector Check
- First aid/CPR & AED Training
- Ice surface and Ice maintenance knowledge, including driving the ice resurfacing machine (Zamboni)
- Arena Operator Level 1
- Arena Operator Level 2
- Park Operator Level 1
- Building Operator Certificate Level 1
- Forklift, Lift, and other Power Mobile Equipment Operator Certifications
- WHMIS 2015

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