



## Township of Essa Job Description

### Position Title: Recreation Facility Operator May 2020

<b>Reports to:</b>	Parks and Facilities Supervisor	<b>Last Revision Date:</b>	May 2020
<b>Department:</b>	Parks and Recreation	<b>Supervise staff or assign work (lead hand) or no HR responsibility?</b>	No supervisory responsibilities
<b>Location:</b>	Recreation Facilities and Parks (reports to arena)	<b>List all positions directly supervised:</b>	None
<b>Standard weekly hours per employment agreement:</b>	40	<b>List of all position indirectly supervised:</b>	None
<b>Position Status (FT, PT, Seasonal, Student, Contract, Volunteer)</b>	Full Time/Contract	<b>Pay Band #:</b>	
<b>Pay Method: (Salary or Hourly)</b>	Hourly	<b>On Call (Yes reference to details)</b>	No
<b>Overtime (Eligible? Weekly Threshold?):</b>	Paid at 1½ times the regular hourly rate after working 80 hours bi-weekly (each pay period)	<b>Eligible for all staff group benefits? (yes/no) If eligible for some describe which:</b>	FT – Yes      Contract - No
		<b>Eligible for OMERS? (yes/no)</b>	FT – Yes      Contract - No

#### Scope (Purpose) of Position:

Responsible for providing operational and maintenance services for Township facilities, arenas, parks, open space areas, trails, sports fields and other facilities and will assist the Supervisor(s) and/or the Manager of Parks and Recreation when required.

#### Important Responsibilities Common to all positions (Leave as is, do not add.)

- Have a good understanding of standard Township operating procedures.
- Be familiar and comply with the provisions of the *Occupational Health and Safety Act* and its regulations, and the Township's Health and Safety Policies and Procedures.
- Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- Report unsafe acts or conditions to their supervisor or the Health and Safety Committee Representative.
- Report any occupational injury or illness immediately to their supervisor.
- Use personal protective equipment where required.
- Demonstrate teamwork and a strong sense of customer service.
- Perform other duties as assigned.



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Key Result Areas (specific to position)	Duties (specific to each Key Results Area) (If list of tasks appropriate refer & attach)	Success Indicators (Key Performance Indicators)
<b>Arena and other Facilities</b>	<ul style="list-style-type: none"> <li>• Reviews assignments and schedules for maintenance and use of facilities at the start of each day.</li> <li>• Keeps the arenas and outdoor pads maintained in a safe and clean condition.</li> <li>• Assists in the maintenance of the arena meeting rooms, hallways, banquet facilities, gymnasium, and washrooms/changerooms.</li> <li>• Assists with monthly building inspections for the arena and helps maintain a building inspection log.</li> <li>• Implements safety procedures to ensure public safety at the arenas and eliminates any potential safety hazards; reports for this are submitted to the Supervisor.</li> <li>• Provides ice surface maintenance.</li> <li>• Ensures that fire access routes, sidewalks and parking lots around the arena or other facilities are kept clean and clear for safety purposes.</li> <li>• Makes daily and regular checks of the refrigeration plant and records findings in logbook. All problems or unusual sounds/odours are to be investigated and reported to the Supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities are kept clean and safe.</li> <li>• Inspection reports are filled out and submitted in a timely fashion.</li> <li>• Good record keeping.</li> <li>• Inspection reports filled out daily/weekly and as required.</li> <li>• Proper documentation.</li> <li>• Polite and courteous to users and the public with few complaints to management.</li> </ul>
<b>Parks Duties</b>	<ul style="list-style-type: none"> <li>• Assists with weekly parks and sports fields inspections.</li> <li>• Maintains parks, open space areas and parkland facilities in a healthy and attractive condition.</li> <li>• Shall be required to perform labour intensive tasks such as, but not limited to, sweeping, raking, shoveling, tree removal, sign installation, parks equipment repairs and installation, lifting, bending, maintenance and servicing of vehicles and equipment, picking up and disposing of waste from Township-</li> </ul>	<ul style="list-style-type: none"> <li>• Inspection reports are completed and properly submitted for proper follow up.</li> <li>• All tasks completed in a timely and thorough fashion.</li> </ul>



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	<p>owned properties, dead animals, washing of equipment, carpentry, plumbing, mechanical, landscaping and weeding.</p> <ul style="list-style-type: none"> <li>• Cutting and trimming of grass, removal of garbage and generally keeping all parks, sports fields, open space areas, trails and Township properties in a clean, safe, and healthy condition.</li> <li>• Required to ensure that assigned vehicles, tractors, and attachments, cutting and trimming equipment, small tools and power tools are maintained and in safe operating condition.</li> <li>• Responsible for keeping workplace (i.e. arena shop, parks shop, etc.) in a clean, orderly and hazard-free manner including the assigned vehicles and equipment.</li> </ul>	
<b>Other details of the position</b>		
<p><b>1. Describe the type of problems this position may have to solve.</b> Frontline to public questions and concerns, primarily regarding parks and recreation services such as user group scheduling conflicts. Failure of equipment.</p>		
<p><b>2. Describe the type of decisions this position may have to make.</b> Tasks are determined by the Supervisor and carried out in a pre-defined manner.</p>		
<p><b>3. List the non-supervisory business relationships that come with the position.</b> Users of parks and recreation facilities.</p>		
<p><b>4. Any responsibility for material resources required by the position? If so list.</b> Ice resurfacer and refrigeration plant at arenas. Trucks, grass cutting equipment, chainsaws and small tools, etc. Cell phone and computer equipment</p>		
<p><b>5. Any responsibility for information resources required by the position? If so list.</b> Perform daily/weekly/monthly logs, completion of equipment logbooks, and proper submission and filing of such.</p>		
<p><b>6. What is the spending limit for purchases of the position?</b> Minimal - \$100 under the oversight of the Supervisor.</p>		
<p><b>7. Any budget involvement? If so explain</b> None.</p>		



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### Expected Behaviours of the position (same for all positions)

	Requirement for Position			
	Not Required	Basic Level	Intermediate Level	Advanced Level
<b>1. Communication</b>				
(a) Written communications		X		
(b) Oral communications one-on-one or in small groups		X		
(c) Large group presentation	X			
(d) Positive demeanor				X
(e) Negotiation/Mediation	X			
<b>2. Stakeholder Contact</b>				
(a) Knowledge of the services provided			X	
(b) Professional manner in dealing with stakeholders			X	
(c) Customer focused orientation (can do)			X	
(d) Build strong relationships			X	
(e) Continually improve service			X	
<b>3. Leadership</b>				
(a) Develop a business or strategic plan (planning)	X			
(b) Convince others to buy into our vision or a change	X			
(c) Translate the strategy & plan into action & results	X			
(d) Flexible & adaptive (open to new ideas)		X		
(e) Innovate		X		
(f) Think critically – Think independently		X		
(g) Tolerant (diversity)			X	
(h) Empathy		X		
(i) Confidence		X		
(j) Active listening			X	
<b>4. Supervisory</b>				
(a) Coach & mentor	X			
(b) Empower & delegate	X			



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(c) Manage job performance (give continuous corrective feedback)	X			
(d) Discipline and tough decisions as appropriate	X			
(e) Manage succession planning	X			
(f) Create and manage personal development plans for reports	X			
<b>5. Teamwork</b>				
(a) Work effectively with team members who have a variety of skill levels			X	
(b) Build & sustain internal relationships		X		
(c) Champion collaboration within the team		X		
(d) Accept all feedback (superiors, pers & subordinates)		X		
(e) Respect authority			X	
(f) Resolve conflict & difficult people		X		
<b>6. Working Skills</b>				
(a) Manage workload and meet deadlines (time management)			X	
(b) Deliver results (work ethic)			X	
(c) Manage stress		X		
(d) Manage quality of own work (attention to detail)		X		
(e) Ethics & integrity			X	
(f) Autonomy (independent action)		X		
(g) Creativity (originality and independent thinking)		X		
(h) Organization including project management		X		

### Qualifications

#### Formal Education & Training:

Grade 12. Basic Refrigeration (ORFA) Certificate. Safe Ice Resurfacer (ORFA) Certificate preferred.

#### Required in House training:

Job specific training provided, Standard SOPs, First Aid and CPR, WHMIS, Chainsaw Certification.

#### Work Experience:

3 to 6 months' experience required

#### Specific Technical & Sector Skills required:

Light carpentry, plumbing, mechanical capabilities. Ability to drive equipment such as ice resurfacer and lawn tractor. Class G Driver's License preferred.



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### Physical Skill & Effort and Working Conditions

Good physical abilities to perform duties. Moderate exertion for bending, kneeling, lifting, stretching, walking on tough terrain, ladders. Job requires physical labour i.e. raking, shovelling, picking up garbage and emptying garbage cans, loading the truck, and moving furniture, etc. Exposed to variable temperatures (hot in parks, cold in arenas). Moderate exposure to hazards, probability low but could be dangerous when working with cleaning chemicals and arena refrigerant.

### Mental Skill & Effort and Working Conditions

Exposure to noxious weeds when in the parks (such as poison ivy or giant hogweed). Exposure to hazards (chemicals) at arenas. Concentration required when operating machinery.

SIGNATURES / APPROVALS	Date	Signature
<b>Incumbent:</b>		
<b>Department Head:</b>		
<b>Chief Administrative Officer:</b>		