



POSITION TITLE: RECREATION ATTENDANT

DEPARTMENT: COMMUNITY & CUSTOMER SERVICES

REPORTS TO: ASSISTANT SUPERVISOR-FACILITIES

CATEGORY: PERMANENT FULL-TIME, CUPE

UPDATED: JUNE 2024

HOURS OF WORK: 40 HOURS/WEEK

RATE OF PAY: \$30.64/HOUR

CLOSING DATE: SUNDAY, JULY 14, 2024

HOW TO APPLY: LOYALIST TOWNSHIP'S WEBSITE [CAREER PAGE](#)

POSITION SUMMARY:

This role is an essential part of service delivery to the residents of Loyalist Township and contributes to the achievement of our Strategic Plan.

Reporting to the Assistant Supervisor, Facilities, this position provides a welcoming, safe, and clean environment for recreation users through general maintenance and cleaning of Loyalists recreation services facilities. This includes maintaining the ice surface in the arena, maintaining the indoor pool, as well as parks and sports fields as required. The incumbent is required to be able to operate and perform basic maintenance on related equipment safely and competently. This position will work independently and as a team, providing hands-on daily operational guidance.

MINIMUM QUALIFICATIONS:

- Secondary school diploma or equivalent certificate
- Two years' experience in recreation center operations, parks and sports fields operations, or equivalent knowledge and skills
- Must possess a valid "G" driver's license, an acceptable driver's abstract
- Current First Aid and CPR certification
- Basic knowledge of general maintenance and cleaning techniques, including the use of power cleaning equipment and grass mowers and trimmers
- Demonstrated computer skills and ability to use technology (i.e. mobile device or similar) for data recording (i.e. work orders), including Microsoft Office software, including Word and Excel
- Demonstrated ability to work independently, as well as within a team, demonstrating tact, and diplomacy

- Good interpersonal skills, and ability to provide excellent customer services to internal customers and the public
- Basic Refrigeration, as well as other Certified Ice Technician related (ORFA) Courses is an asset
- Experience in pool operations or a Certified Pool Operators certification is an asset
- Working knowledge of sports field maintenance or Sports Turf Maintenance designation is an asset
- Mechanical experience with basic equipment repairs
- Good problem-solving skills with the ability to recognize when to elevate issues to management
- Ability to work shift work and on-call rotations, as well as required overtime

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to perform minor repairs and complete work orders in a timely manner
- Knowledge of the Occupational Health & Safety Act and safe work practices, with ability and willingness to ensure day to day adherence to health and safety policies
- Self-motivation and problem-solving skills, allowing for independent work
- Ability to work as a cooperative member of a team
- Good interpersonal skills, and ability to provide excellent customer services to internal customers and the public
- Ability to participate and successfully complete supplementary training related to Recreation Services (Health & Safety, Propane Handling & Safety, Facility Equipment Operation, etc.)

RESPONSIBILITIES:

Maintain a high level of cleaning and maintenance to the Recreation facilities, including the W.J. Henderson Recreation Center and the Leisure and Activity Centre, and other spaces as required, by:

- Regularly cleaning washrooms, arena dressing rooms, pool change rooms, hallways, meeting rooms
- Having constant awareness of, and attendance to, cleaning needs and litter collection
- Cleaning and washing windows and walls throughout the facilities
- Providing cleaning and maintenance of Amherstview Branch Library as directed
- Providing monitoring, maintenance and operation of pool mechanical system
- In winter, keeping all entrances, exterior walkways and parking lots free of ice and snow, ensuring slip hazards are reduced

Maintain arena and equipment in good condition by:

- Performing regular cleaning and maintenance of all public spaces and work areas in arena
- Maintaining good ice conditions by flooding and scraping as required
- Providing general maintenance and operation of ice surfacer, edger and other equipment
- Monitoring ice making plant and recording information such as suction pressure, discharge pressure, brine temperature in and out, oil pressure, and other readings

Maintain all parks, sports fields, outside properties and equipment in excellent

condition by:

- Regular cutting of grass and weed trimming
- Picking up garbage, brush, fallen tree branches, etc.
- Providing general maintenance and operation of grass mowers, weed eaters, tractors, trucks and other equipment
- Repairing fences, backstops, playground equipment/sites, score clocks, as required and/or directed
- Regular cleaning of washrooms, disposal of garbage from parks/sports fields
- Trimming park trees and bushes and maintaining flower beds, as directed
- Responsible to maintain current knowledge of safe operation for each piece of equipment that is requested to be operated, and be familiar with all the specific safety devices and procedures for specific equipment, prior to operation
- Welcome and assist users and spectators at recreation facilities, programs and events and, always use a courteous and helpful approach
- Providing input to the operation and maintenance of Township facilities

WORKING RELATIONSHIPS:

Internal: daily communication with Recreation staff/supervisor, frequent communication with other staff in recreation and parks, occasional communication with other Township employees, human resources, union representatives

External: residents, recreation facility users, contractors/vendors

WORKING CONDITIONS:

- Frequent moderate physical exertion and occasional heavy physical exertion
- Work may include locations with exposure to sensory elements including trash, bodily fluids and smells
- Outdoor work in various and changing weather conditions that include but is not limited to snow, rain, hot and cold temperatures, and wind
- Ability to work shifts
- Occasionally may be required to attend meetings, programs, seminars, events which may take place at different facilities, requiring travel

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the Accessibility for Ontarians with Disabilities Act, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at hr@loyalist.ca or 613-386-7351 ext. 149 if you require accommodation.