

Parks and Recreation Facilities Operator

RECRUITMENT 2025-COMM-31

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site and has many beautiful heritage buildings and recreational facilities.

The Town is accepting applications for **one (1)** part-time permanent **Parks and Recreation Facilities Operator**. The Parks and Recreation Facilities Operator is responsible for ensuring operation, maintenance, and support of various facilities within the Community Services Department.

Key Duties and Responsibilities:

- Operate and maintain the two indoor ice surfaces and one outdoor ice surface, ensuring optimal ice quality and safe conditions for users.
- Perform regular landscaping tasks, including mowing, edging, weeding, and general maintenance of cemeteries, parks, playgrounds, and other green spaces.
- Seasonally assist with snow removal, salting and sanding at municipal facilities, including parking lots, and walkways.
- Provide janitorial support to municipal facilities.
- Assist with the setup and tear down of major events, special events and tournaments, including equipment setup, signage placement, and general support as required.

Skills and Qualifications:

- High school diploma or equivalent.
- Post-secondary education in a related field is an asset.
- Related experience in arena and parks operations and/or basic Arena Refrigeration and/or Ice Technician Certification is an asset.
- Valid Class 'G' driver's license.
- Valid Standard First Aid and CPR 'C' or willingness to obtain within 3 months of hire.
- Provision of satisfactory valid Criminal Record Check and Vulnerable Sector Report.
- Certifications related to: chainsaw use, working in confined space, working at heights all an asset.
- Strong knowledge of maintenance practices, safety protocols, and facility operations.
- Excellent time management skills.
- Strong problem-solving and decision-making abilities.
- Ability to work independently and within a team.

Position Type: Part-time, permanent**Hours of Work:** 20

Shifts as scheduled (including days, evenings, weekends and Statutory Holidays)

Wages: Non-union, Band D of the pay grid system (\$25.24 to \$29.34) per hour**How to Apply:**

Qualified applicants are invited to submit their resume and cover letter quoting recruitment number [2025-COMM-31](#) by **Thursday July 17, 2025 at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at careers@smithsfalls.ca

It is preferred that emailed applications be submitted in one file preferable in MSWord or Adobe format.

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.