



COMMUNITY SERVICES DEPARTMENT EMPLOYMENT OPPORTUNITY

-PARKS AND FACILITIES OPERATOR ASSISTANT-

Do you enjoy working in a team-oriented environment? Do you enjoy working with people and contributing to the success of your team? Are you community-focused and take pride in providing quality services to members of your community? Petawawa Community Services is looking for Part-Time Parks and Facilities Operator Assistants to join its Parks and Facilities Services Team at the Petawawa Civic Centre. You will work as part of a team that ensures the Petawawa Civic Centre, Petawawa Parks and other municipal properties are maintained to high standards. As a member of the Community Services Department, you will be part of a customer-focused team that provides top-notch recreational and leisure opportunities to Petawawa residents.

Other benefits include:

- All training provided including ongoing professional development
- Competency-based tiered wage scale for arena operations
- Casual dress - uniform provided
- Flexible schedule and work hours
- Daytime and evening shifts – no overnights
- Supportive and goal-oriented work environment

Major Responsibilities

- Assist in the maintenance and minor repairs to buildings, grounds and equipment as directed by the established by the Parks and Recreation Facilities Supervisor.
- Assist in the maintenance of arena ice including edging, moving and pegging nets, cleaning of glass, proper maintenance of ice-making equipment and proper leveling of creases and low points.
- Assist with program readiness as per hall set up, special events/festivals, recreation programs, regular programming of the arena.
- Assists in turf maintenance including grass cutting, trimming, thatching, fertilizing, sweeping, lining of ball fields, leveling of fields and proper maintenance of field machinery.

Qualifications

Preference will be given to candidates with the following:

- Must be a minimum of 14 years of age.
- Personable and neat in appearance.
- Physically capable of carrying out assigned duties.
- Demonstrated trustworthiness.
- Ability to read, write, and follow oral and written instructions.
- Must be able to complete an enhanced Police Record Check (18 years and older)

The rate of pay for this position is \$14.25/ hr. (\$14.35 on Oct 1, 2021). Please forward your resume identifying the position applied for to:

Mr. Mark Reinert
Parks and Recreation Facilities Supervisor
16 Civic Centre Rd., Petawawa, Ont.
K8H 3H5
mreinert@petawawa.ca
613-687-5678 ext. 2108

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