



(Revised April 2015)
(Approved April 2007)

JOB TITLE: PARKS/ RECREATION FACILITIES OPERATOR ASSISTANT

- Casual Part-Time
- Summer (Students may be scheduled up to 40 hrs per week May through August)

DEPARTMENT: COMMUNITY SERVICES

Directly Responsible to: Parks and Recreation Facilities Supervisor

Indirectly Responsible to: Director of Community Services

PURPOSE OF THE POSITION

Assists the Parks and Facilities Operator in performing duties required for the successful operation of Town of Petawawa parks and facilities. These duties include the cleaning, maintenance and preparation of Town of Petawawa parks and facilities for daily use.

MAJOR RESPONSIBILITIES

Winter – Petawawa Civic Centre.

- Assist in the cleanliness and safety of front entrances, washrooms, lobbies, hallways, change rooms, arena stands, arena perimeter, ice resurfacing room, storage rooms and parking lots as per standard operating procedures and maintenance schedules established by Parks and Recreation Facilities Supervisor.
- 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 ice on arena floor including edging, moving and pegging nets, cleaning of glass, stay white boards, proper maintenance of arena, ice making equipment and proper leveling of creases and low points in ice as scheduled on log sheets.
- Assist with program readiness as per hall set up, special events/festivals, recreation programs, regular programming of the arena.
- Assist in public safety and proper medical attention given to patrons who have injured themselves and/or assisting medical personnel in the attention of injured victims.
- Assist with the security of facilities and patrons.
- Strong emphasis on customer service and teamwork in the workplace.
- Complete forms required by the Community Services Department i.e. facility condition reports, operating logs, incident reports etc.
- Other duties assigned by the Parks and Recreation Facilities Supervisor.

Summer – Petawawa Parks and Grounds

- Assists in turf maintenance including grass cutting, trimming, thatching, fertilizing, sweeping, lining of ball fields, leveling of fields and proper maintenance of field machinery.
- Assist in the cleanliness and safety of washrooms, change areas, storage rooms, parking lots, tennis courts and tennis room, outside buildings, sports fields, fitness trails, playgrounds, and general open space as per cleaning procedures and maintenance schedule.
- Assist in the maintenance and minor repairs to buildings, grounds and equipment.
- Assist with program readiness for special events, regular programming of sports fields, grounds and festivals.
- Assist in public safety and proper medical attention given to patrons who have injured themselves and/or assisting medical personnel in the attention of injured victims.
- Assist with security of sport facilities and patrons.
- Strong emphasis on customer service and teamwork in the workplace.
- Complete forms required by the Community Services Department i.e. inspection reports, operating logs, incident reports etc..
- Other duties assigned by the Parks and Recreation Facilities Supervisor.

HUMAN RESOURCES

- Hired by Parks and Recreation Facilities Supervisor.
- Trained by Parks and Recreation Facilities Supervisor/ Parks and Facilities Operator.
- Works with and directly assists Parks and Facilities Operator(s).

FINANCIAL RESOURCES

- Not responsible for preparation of budgets.
- No direct financial responsibilities.
- No direct cash handling.

MATERIAL RESOURCES

- Carry out work assignments using a variety of vehicles including pick-up truck (where appropriately licensed), UTV, hand and power tools and cleaning equipment.
- Responsible for the safe and effective use of equipment as assigned.
- Responsible for health and safety matters pursuant to the Town's health and safety policy. A copy of the policy, as amended from time to time, is available to all employees.

SKILL AND EFFORT

- Must be a minimum of 14 years of age.
- Personable and neat in appearance.
- Physically capable of carrying out assigned duties.
- Demonstrated trustworthiness.

WORKING CONDITIONS

Environment

- Exposure to physical hazards (ammonia) and inclement weather conditions such as snow, ice storms and extreme heat.

Control over Work Schedule

- Casual work hours determined by a set schedule established by the Parks and Facilities Supervisor. Work hours may include days, nights and weekends.