

Job Description

Position: Parks & Facilities Maintenance Staff I & II

Reports to: Facility Manager

Department: Parks and Recreation

Date Developed/Revised: January 14, 2021

Function

- Parks & Facilities Maintenance Staff are responsible to complete the day-to-day duties associated with keeping the Town of Shellbrook Parks, Playgrounds, Open, Spaces, Cemetery, campground, and Town owned facilities attractive and in good order.
- The Parks & Facilities Maintenance staff members shall report to the Facility Manager.
- The Parks & Facilities Staff may be hired on a seasonal, part-time, or full-time basis as required.

Essential Skills requirements

- Ability to establish and maintain effective working relationships
- Ability to understand and execute instructions
- Ability to participate in training sessions
- Ability to problem solve & deal with situations as they arise
- Ability to perform general maintenance duties as required
- Ability to perform general repairs and maintenance of small machinery
- Physical ability to perform assigned duties

General Duties:

- Operating mowers and grass cutting equipment
- Parks maintenance
- Recreation facilities maintenance
- Arena and curling ice maintenance
- Janitorial duties
- Customer service interaction
- Community Beautification
- Other duties as requested

Qualifications:

- Grade 12 Education or Equivalent
- Valid Class 5 Drivers License
- Current driver's abstract from SGI demonstrating a safe driving record
- Experience Operating Equipment would be an asset

Hours:

8 hours per day with rotating shifts and weekends.

April – September hours between 7:00am – 7:00pm

September – March hours between 2:00pm – 12:00am (weekends 7:00am-12:00am)

Evening & weekend hours may also take place during special events, and sports activities.

Salary:

Salary range as per Town Council

Security Check:

Acceptable current Criminal Record Check upon offer of employment.

Submit a detailed resume outlining experience, qualifications, education, and 3 references