



Job Posting:	Seasonal Full-Time Equipment Operator Minimum 32 hrs per week as per the SEIU Local 2 Collective Agreement
Date Posted:	July 29, 2022
Due Date:	August 12, 2022
Circulation:	External
Department:	Community Services – Recreation
Location:	Island Park & Green Spaces

The Township of North Glengarry is seeking a candidate for a **Seasonal Full-time Equipment Operator** position (May 1st to October 31st) who meets the requirements of the following job description. This is a unionized position. The successful applicant will be required to work flexible hours including days, evenings, and weekends in the recreation facilities within the Township of North Glengarry.

APPLICATION PROCESS:

Applicants are requested to refer to the Section 7.08 – Job Postings Permanent Vacancies in the SEIU Local 2 Collective Agreement with the Township of North Glengarry (Glengarry Sports Palace Board, Maxville Arena and Recreation).

All interested applicants must forward a resume by 3 pm on August 12, 2022 to Anne Leduc, Director of Community Services by email at anne@northglengarry.ca or at 3720 County Road 34, R.R. 2, Alexandria ON K0C 1A0.

JOB TITLE: Seasonal Equipment Operator – Unionized

REPORTS TO: Working Foreperson stationed from Island Park

HOURS/RATE: minimum 32 hours per week / Salary as per SEIU Local 2 Collective Agreement

JOB DESCRIPTION

PURPOSE OF THE POSITION:

The Seasonal Full-Time Equipment Operator assists in the daily operations, the maintenance and set up of municipal recreation facilities within the Township of North Glengarry. This position requires the use of computers.

RESPONSIBILITIES / MAIN ACTIVITIES:

- Maintains effective and co-operative liaison with the Director of Community Services, Lead Hands and other department staff and deals with all contacts in a courteous, friendly and efficient manner to promote a high standard of customer service and public relations at all times.

- Duties include the opening and closing of facilities, arming and disarming the security system, performing alarm checks, visual condition inspections of the interior and exterior of the building for health and safety concerns, and the recording of maintenance, quality control checks and actions in daily log books.
- Completes required reports including injury reports, accident and incident reports, damage reports, daily facility sheets, daily work sheets, vehicle inspection forms, work order forms, and compressor log books. Issues are reported to the Lead Hand or to the Director of Community Services.
- Maintains the facilities to a clean and safe standard at all times. These duties include but are not limited to the sweeping, mopping and painting of rink restrooms, locker rooms, shower areas, lobby areas, meeting rooms, community halls, and bleachers, the removal of trash, the changing of lights, the cleaning of glass, walls, washrooms, stands, stairs and staff areas.
- Performs the set-up and break-down for events booked in the municipality's facilities.
- Assists with building grounds and sports field maintenance, such as ball diamonds, tennis courts, and soccer fields, coordinates the cleaning of public change rooms within park facilities.
- Assists with the marking of fields.
- Performs beach and shoreline maintenance as and when required; installs, removes and maintains dock-installs and maintains the boar launch and dock.
- Assists with horticultural work, grass cutting and turf maintenance including tree maintenance and removal as necessary.
- Provides general guidance to part-time staff consistent with directions from the Working Foreperson.
- Ensures compliance with and performs all duties in accordance with Provincial Legislation and related regulations as well as municipal policies, procedures and guidelines, establish operation work plans and directives provided by the Director of Community Services or designate.
- Follows all Health & Safety policies and procedures and report any non-compliance or any possible safety risks.
- Other duties as assigned, including assisting other service areas when required.

POSITION QUALIFICATIONS:

- Minimum of a secondary school diploma (grade 12) or equivalent.
- Several years' experience in a park and recreation environment including ice making and resurfacing.
- Certified Grounds Technician (CGT) certificate (or progression in acquiring).
- Propane handling certification would be an asset.
- Ability to work as part of a team, manage time effectively in order to work on a number of projects and tasks simultaneously, and prioritizing accordingly.
- Good problem-solving skills and ability to identify issues to need to be brought to the attention of the Lead Hand.
- Ability and experience with various types of equipment, including grass cutters/tractors, chainsaws, ¼ to 2 ton trucks, weed trimmers, ball diamond groomers, small tools, vacuums, skill saws, drills, grinders, rental equipment, etc.
- Ability to understand and document procedures (Standard Operating Procedures – SOPs).

- Basic booking software knowledge required for the day to day operation of the facility would be an asset.
- Knowledge of health and safety practices including WHMIS and current standard First Aid CPR Certificate are required.
- Knowledge of regulations and legislations pertaining to parks and recreation facilities are an asset.
- Ability to interact effectively and courteously with all levels of staff and contacts in a Customer Service focused environment; build cooperative, collaborative working relationships with internal and external customers.
- Knowledge of basic computer functions.

OTHER REQUIREMENTS:

- Valid class G driver's license & access to a personal vehicle.
- Must be available to work flexible hours as required including days, evenings and weekends. Working conditions may include outside work in inclement weather.
- French and English (oral and written) would be considered assets.
- First-Aid and CPR certification would be considered assets.
- Must provide a current Police Record Check.

The forgoing description reflects the key duties, responsibilities and qualifications for the position and shall not be construed to be all of the work requirements of the position.

ACCESSIBILITY:

The Township of North Glengarry is committed to providing quality goods and service that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs.

The Township welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.