

**DOURO-DUMMER
JOB DESCRIPTION MANUAL**

POSITION: Recreation Facilities Labourer (Parks)	PAGE: 1 of 2
REPORTS TO: Manager of Recreation Facilities	DATE: April 2011
THIS JOB DESCRIPTION IS: ___ NEW <input checked="" type="checkbox"/> EXISTING ___ REVISED ___ RESCINDED	

JOB SUMMARY:

To assist with the operation of all the recreation facilities and adjacent properties.

DUTIES AND RESPONSIBILITIES:

1. Prepares reports as required.
2. Liaise with user groups regarding facility rentals, ensuring the highest possible customer service.
3. Assists with the scheduling of rental times for all recreation facilities, collect revenues and issues receipts.
4. Works cooperatively with other staff involved with the facilities under guidelines established by Manager of Recreation Facilities.
5. Assists with the maintenance and safe operation of various equipment utilized by the recreation facilities and assists with the updating of the maintenance and incident log books.
6. Assists with the general maintenance and cleaning of the recreation facilities and adjacent properties.
7. Operates equipment to facilitate grounds maintenance at all parks and other municipal properties.
8. Adhere to the requirements of the Occupational Health and Safety Act and the Township of Douro Dummer Health and Safety Policy.
9. Other duties that may be assigned.

SUPERVISION:

This position does require the incumbent to supervise or direct some of the work of other workers.

CONTACTS:

Internal: With the Manager of Recreation Facilities and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With the general public, ensuring polite and tactful relations.

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WORKING CONDITIONS:

Majority of work is outside with some exposure to the weather - summer. Occasional exposure to hazard. Requires good physical condition with the ability to handle some physical effort and exertion. Requirement to work some evenings and weekends and some daytime.

JOB KNOWLEDGE:

Grade 12 education or equivalent and three years related experience. Knowledge of safety procedures and of general maintenance of parks and facilities.

General knowledge of operating and maintenance procedures for park maintenance equipment.

Expected to use initiative and judgment and to work with limited supervision once tasks have been defined.

Requires a Class "G" driver's licence.

Strong communication skills with a proven ability to deal with the public.

Accessibility Customer Service Training Required.

Employee

Chief Administrative Officer