

## **Parks and Recreation Facility Operator**

Full-Time - 40 hours/week

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site, and has many beautiful heritage buildings and recreational facilities.

Reporting to the Facilities Operation Lead Hand, the ***Parks and Recreation Facility Operator*** will be responsible for:

### **Key Duties and Responsibilities:**

- Operation, maintenance, and support of various facilities within the Community Services Department (including two indoor ice surfaces, outdoor arenas, parks, playgrounds, trails, splash pads, and a skate park, and a community cemetery).
- Facility maintenance including janitorial duties.
- Landscaping
- Ice maintenance
- Snow removal
- Event setup/teardown and other assigned tasks.

### **Skills and Qualifications:**

- Minimum Education: Ontario Secondary School Graduation Diploma, or equivalent education in related experience.
- Class G drivers licence
- Provision of satisfactory Driver's Abstract and Criminal Record Check
- Strong knowledge of maintenance practices, safety protocols, and facility operations.
- Excellent time management skills.
- Strong problem-solving and decision-making abilities.
- Ability to work independently and within a team.
- Effective communication and interpersonal skills.
- Knowledge of relevant equipment and tools used in parks and arena operations including experience operating an ice resurfacer and ice maintenance equipment.
- Training in and knowledge of Health & Safety Legislation, Propane Handling procedures.
- Chainsaw License is considered an asset.
- Good physical health.
- Ability to work a flexible work schedule including evenings, weekends and statutory holidays on routine basis.

Position Type: Full-time, permanent

Wages: Band D of the pay grid system (\$24.65-\$28.66) per hour

Benefits include a comprehensive benefit package, employee assistance program and enrolment into the Ontario Municipal Employers Retirement System (OMERS).

Qualified applicants are invited to submit their resume by **Thursday October 24, 2024 at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at [hr@smithsfalls.ca](mailto:hr@smithsfalls.ca)

*The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.*

*Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.*