



## Township of East Zorra-Tavistock

### Job Description

#### Parks & Recreation Attendants

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1. **Position Title:**

Parks & Recreation Attendants – Part time

2. **Date Approved/Revisions:**

July 2022

3. **Hourly Wage:**

Minimum Wage plus 4 % vacation pay

4. **Reporting Relationships:**

Reports to:

- a. Parks and Recreation Operations Supervisor

5. **Purpose:**

Reporting to the Parks and Recreation Operations Supervisor, the Parks and Recreation Attendants are responsible for all areas cleanliness of the arena and municipal halls and pavilions and seasonal maintenance of Township parks as required. Assist Recreation Facility Operators with daily operational tasks including but not limited to ice surfacing, removal of nets, responding to public inquiries, cleaning of dressing rooms, general maintenance duties and report any operational issues or repairs required to their direct supervisor

**6. Scope of Position:**

- a. Work is varied and often in response to Council decisions in addition to the ongoing operations of the Township
- b. All work is performed according to Township policy or is rooted in legislation - the incumbent is expected to organize workflow and work independent of close supervision

**7. Responsibilities:**

- a. Tavistock Arena
  - i. Perform all janitorial duties
  - ii. Answers inquiries regarding services and directs public to proper administration for booking requests
- b. Halls/Pavilions
  - i. Assist with maintenance, ensuring safe operation of facility for renters
  - ii. Perform all janitorial duties
  - iii. Answers inquiries regarding services and directs public to proper administration for booking requests
- c. Other
  - i. Completes special projects as assigned by direct supervisor
  - ii. Other duties as assigned and consistent with the responsibilities set out in this job description

**8. Working Conditions:**

- a. Work is subject to shifting priorities
- b. Work is performed in full view of the public
- c. Some risk due to stress and verbal abuse when dealing with irate ratepayers/user groups who will not or cannot accept Township by-laws and regulations.
- d. Certain sense of urgency due to public service

**9. Hours of Work:**

- a. Hours and shifts are dependent on facility usage and programming requirements. Must be flexible and willing to work evenings, weekends and holiday shifts are required.

**10. Working Relationships:**

- a. With Parks and Recreation Operations Supervisor – Discusses plans and priorities, receives direction, leadership and guidance, recommends operational improvements.
- b. With the Public – provides information and assistance; maintains a high level of tact and courtesy

**11. Knowledge and Skills:**

- a. Familiarity with arena operations, health and safety regulations.
- b. Ability to exercise mature judgement in dealing appropriately with co-workers and members of the public
- c. Ability to lift a minimum of 25 lbs
- d. A clean Criminal Record Check is required upon hire
- e. Current First Aid & CPR is an asset

**12. Impact of Errors:**

- a. Operational errors would result in costly delays due to equipment and project breakdown and could create safety and convenience risks – injury, liability and unfavourable public relations.
- b. Errors in giving information to the public could lead to inadvertent misleading of the public, poor public relations and embarrassment to staff, self and Council.

**13. Control:**

- a. General supervision from the Parks and Recreation Operations Supervisor is based on Council policy and applicable legislation and standards.

**14. Health & Safety**

Works safely and in conformity with the Township Health & Safety Policies, Procedures and Guidelines. Uses protective equipment as directed. Participates in Health & Safety training and education exercises.