TOWNSHIP OF OTONABEE-SOUTH MONAGHAN

JOB DESCRIPTION MANUAL

POSITION: RECREATION, PARKS AND FACILITIES OPERATOR (FULL-TIME)	**PAGE:** 1 OF 2
REPORTS TO: RECREATION, PARKS & FACILITIES MANAGER	**DATE:** NOVEMBER 6, 2026
THIS JOB DESCRIPTION IS: REVISED AS OF NOVEMBER 6, 2026	**NEW: X** **EXISTING:** **REVISED:** **RESCINDED:**

JOB SUMMARY:

To provide and support the safe, efficient, and high-quality operation of recreation and municipally owned facilities, parks, and outdoor sports fields. This position performs a variety of duties, including facility maintenance, arena and curling ice operations, parks operations, equipment operation, event setup, customer service, and general groundskeeping and custodial work.

DUTIES AND RESPONSIBILITIES:

Recreation, Parks and Facilities – Operations and General Maintenance

1. Provide custodial services in all areas of the recreational complex and other municipal facilities as required. Set up and tear down spaces for rentals, programs, meetings, and special events.
2. Provide customer service to facility users, user groups, and members of the public.
3. Assist in maintaining and repairing machinery and equipment utilized at the complex and other facilities as required.
4. To provide and assist in the maintenance and inspection of ice surfaces in hockey and curling rinks to meet standards as outlined by the Recreation, Parks & Facilities Manager. Operate equipment necessary for ice maintenance and resurfacing of both the arena ice and curling ice surfaces.
5. Carry out labourer duties. Operate and maintain a variety of tools, vehicles, and equipment safely and effectively.
6. Carry out groundskeeping duties, including but not limited to: ride-on mowing, push mowing, trimming, litter collection, and sports field preparation
7. Follows all Municipal and Provincial requirements, policies and guidelines.
8. Assist seasonal co-workers in the operation of services and equipment.
9. Communicates operational updates, outstanding tasks, and facility conditions to incoming staff, and provides general guidance to seasonal staff as required to support daily operations
10. Other duties as assigned by the Manager of Recreation, Parks and Facilities or Director of Operations.

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Job Specifications:

- Grade 12 education
- Valid Ontario Class G driver's license
- Basic electrical knowledge
- Mechanical aptitude
- Procedures and custodial activities
- Knowledge of WHMIS and Occupational Health and Safety
- Excellent Customer Service

Desirable Qualifications:

The following certifications are not required for this position, but would be considered an asset. Obtaining these certifications within a specified time frame would be a condition of continued employment.

- ORFA Ice Resurfacer Course
- ORFA Basic Refrigeration
- ORFA Certified Ice Technician

Working Conditions:

- Inside and outside work required. Working in extreme cold/hot and inclement weather. Occasional exposure to hazards.
- Working at heights
- Working alone, or as part of a team
- Operate machinery and work around potential safety hazards
- This position involves shift work, including evenings, weekends, and holidays
- If requested by the Director of Operations or the Manager of Parks and Recreation and agreed to by the employee, this position may act in a lead hand capacity from time to time on an as-needed basis.

Key Competencies:

- Excellent customer service skills with the ability to deal with the public in a cordial and welcoming manner
- Able to handle issues in a non-confrontational manner
- Excellent communication skills and the ability to understand verbal and written instructions from the Manager, Lead Hand, or Director
- Requires good physical condition with the ability to climb, lift, and perform other physical exertion for extended periods of time
- Ability to efficiently operate a variety of equipment and power tools

Job Description to be reviewed on annual basis by the Employee and Manager or Director

Comments:

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Employee CAO

Date Reviewed _____