

# THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

## JOB DESCRIPTION



### Parks and Recreation Assistant

<b>Department</b>	Public Works
<b>Job class</b>	Off Grid – Min. Wage
<b>Last Updated</b>	March 2022

### PRIMARY FUNCTION:

The Parks and Recreation Assistant takes a proactive approach to ensure that public spaces are clean, safe, and environmentally sound by employing diligent risk management practices and following health and safety guidelines. The Assistant works independently and is self-directed. They ensure that Township facilities and open spaces are maintained in a barrier free and welcoming way for the use of all residents, including youth, seniors, persons with disabilities, and newcomers to Canada.

### REPORTS TO

- Superintendent of Public Works

### MAJOR EQUIPMENT OPERATED

- Hand/maintenance tools,
- Small equipment
- Lawn tractor and attachments
- Trimmer

### RESPONSIBILITIES

- Maintenance of all baseball and soccer fields for youth recreation programs - install soccer pitches, secure bases on ball diamonds, and conduct playground inspections.
- Cut grass and weeds in public spaces and parks to reduce hazards, collect litter and ensure all areas are free of barriers and hazards, perform small construction and maintenance projects.
- Plant and maintain flower beds and gardens in downtown area.
- Painting and repair of weather worn structures and signs.
- Empty waste and recycling receptacles around town site.
- Assist with installation of event tents, vendor booths, banners for community events.
- Perform other duties as may be assigned by the Public Works Superintendent.

## QUALIFICATIONS

- Must be self-directed and able to work with minimal supervision as well as part of a team environment. Good interpersonal skills to work with the public and coworkers.
- Must be physically fit and able to climb and lift a minimum 50 pounds.
- First Aid, CPR and WHMIS certification would be an asset.

## REQUIRED CERTIFICATION

- Valid DZ license or reliable transportation to/from work
- WHMIS certification
- First Aid certificate
- CPR certification

## HOURS OF WORK

The Public Works/Environmental Services Assistant will be required to work up to 35 hours per week with the possibility of some evenings and weekends.