

# The Township of Huron-Kinloss

## POSITION DESCRIPTION

Position Title: Seasonal Parks Operator			
Reports to:	Facilities & Park Supervisor	Last Revision Date	September 2022
Department:	Community Services	Positions Supervised:	None
Position Status:	Seasonal	Job Grade:	
Nature and Scope of Position: This position maintains the parks, greenspace, and facilities in a clean and safe manner.			
Key Result Areas	Major Responsibilities	Success Indicators	
Delivery of Programs & Services	<ul style="list-style-type: none"> <li>• Informs supervisor of necessary repairs and maintenance on buildings, parks, and play equipment.</li> <li>• Assists in the maintenance of buildings, sports fields, and parks</li> <li>• Maintains all parks in a clean and safe manner, including grass cutting / trimming, tree trimming, upkeep of plants, shrubs and other duties as assigned.</li> <li>• Maintains all sports fields in a clean and safe manner, including infield surface, lining, fencing, dug outs, grass cutting, grass trimming, tree trimming, and other duties as assigned.</li> <li>• Operates various equipment including tractors, zero turn mowers, woodchipper, infield drags, diamond groomer, post hole digger, sweepers, trucks, and trailers completing</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance and repairs completed proactively and up to date.</li> <li>• Work assignments are completed in a thorough and timely fashion.</li> <li>• Successful and competent operation of all required equipment and vehicles.</li> <li>• Hazards are handled promptly and accordingly.</li> </ul>	

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	<p>scheduled circle checks, logging findings and troubleshooting problems.</p> <ul style="list-style-type: none"> <li>• Awareness of hazards in the parks and facilities and corrective actions taken as required.</li> </ul>	
Administrative	<ul style="list-style-type: none"> <li>• Completes a variety of reports such as accident reports, vandalism reports and equipment maintenance log reports, when required.</li> </ul>	<ul style="list-style-type: none"> <li>• Reports are completed accurately.</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Works cooperatively with team members and staff in other departments to ensure necessary workflow and coverage.</li> <li>• Provides support and back up to other staff in department as necessary.</li> <li>• Assists in establishing, maintaining and achieving goals, objectives and work plans.</li> <li>• Remains current on and adheres to corporate and departmental policies and procedures.</li> <li>• Ensures that own work is performed in a safe manner according to health and safety guidelines and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Adheres to corporate and departmental policies and procedures.</li> <li>• Successful completion of WHMIS and Health and Safety Training.</li> <li>• Attendance at and completion of all training required by the Township of Huron-Kinloss.</li> </ul>
Public Relations/Customer Service	<ul style="list-style-type: none"> <li>• Demonstrates a strong public service orientation.</li> <li>• Refers public concerns and complaints to supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• Responds to internal and external inquiries in a timely professional manner.</li> </ul>
Other related duties as assigned.		

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## Qualifications

### Education:

- Secondary school diploma.

### Experience:

- Experience in maintenance type positions
- Experience operating zero turn lawn mowers and tractors

### Skills:

- Ability to work alone or in a team environment.
- Mechanical aptitude to perform preventative/routine maintenance.
- Ability to deal with public.
- Good communication skills, written and verbal.

## Physical 'Effort & Working Conditions

- Work is typically performed in an environment with regular exposure to hazards.
- The mental effort requires a reasonable degree of concentration on a variety of activities.
- There are many interruptions and deadlines.
- Problems to be addressed require routine problem solving.
- Required to interact politely and effectively with the general public.
- Hours of work can vary with overtime required.
- Continuous requirement for moderate physical effort in operating equipment and performing maintenance and repairs.
- Work generally has a moderate risk of injury.

## The Township of Huron-Kinloss

Signatures/Approvals	Signature	Date
Incumbent:		
Department Head:		
Administrator:		

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.