

PARKS AND REC SUMMER STUDENT

Reports To: Facility Manager / Recreation Co-ordinator

Workweek: 35 - 40 Hours

Status: Seasonal Part time

Pay Method: Hourly

Overtime: After 44 Hours

**Recommended
Qualifications:**

- G Class Licence
- First aid and CPR
- Experience in park maintenance

Job Summary:

- Maintain and assure a clean and safe environment for staff and patrons including sanitary rooms and surfaces
- Collect garbage and arrange disposal
- Identify and complete minor repairs to facilities such as plumbing, painting, general carpentry and any other tasks assigned
- Assure the cleanliness of meeting rooms and set up rooms for functions
- Advise the administration for required supplies such as paper towels, toilet paper and cleaning supplies
- Prepare athletic fields for safe use and assure safe playing surfaces including lining and dragging of baseball diamonds and soccer fields
- Assure cleanliness of satellite facilities such as washrooms and picnic shelters
- Assist with the opening and closing of the pool including chemical handling, vacuuming and daily and seasonal maintenance
- Follow daily and monthly preventative maintenance tasks monitoring controls and equipment for malfunctions, and documents legislated and/or relative operating information
- Safely and efficiently operate and maintain a variety of equipment including department motor vehicles, floor scrubbers, lawn mowers, tractors, weed eaters, and hand tools

- Maintain all related parks and facility equipment, tools and related mechanical systems
- Collect payment for facility rentals
- Advise and report schedule revisions or additions to administration
- Respond to public enquiries and concerns and provide information to resolve customer service issues
- Ensure the health and safety of patrons and colleagues at all times
- Assist in crowd control as necessary and contact emergency services or law enforcement
- Monitor and supervise facilities and rooms during functions and assure adequate customer service
- Complete accident/incident reports
- Document and report on usage of ice and facilities to administration for invoicing
- Document and advise any necessary repairs, or maintenance requirements for administration
- Acquire or upgrade qualifications and knowledge related to WHMIS, First Aid, CPR and other Health and Safety requirements
- Document and advise administration on customer and/or health and safety concerns
- Perform all other duties as requested by the Facility Manager