



## PORT COLBORNE

# PARKS SUMMER EQUIPMENT OPERATOR

(Temporary position from May to approximately September/October)

## Job Description

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<b>POSITION TITLE</b>	<b>PARKS SUMMER EQUIPMENT OPERATOR</b> <b>Temporary — Approx. May to September</b>
<b>DEPARTMENT</b>	<b>PUBLIC WORKS</b>
<b>SUMMARY OF DUTIES</b>	To efficiently operate all Group 4 equipment including trucks up to 16,000 GVW with attachments. To provide operational and maintenance services to municipal recreation facilities, grass cutting and supervision.
<b>SUPERVISED BY</b>	Parks Supervisor and/or designate
<b>EDUCATION</b>	Secondary School Diploma or equivalent. Possession of Class D driver license with Z endorsement.
<b>EXPERIENCE</b>	1 year
<b>MAJOR RESPONSIBILITIES</b>	The following sets out the principle functions of the position and shall not be considered as a detailed description of all work requirements. <ol style="list-style-type: none"><li>1. Program/Services<ul style="list-style-type: none"><li>• To provide operational and maintenance services to municipal recreation facilities and properties including ball field maintenance and special events.</li><li>• To efficiently operate all Group 4 equipment and attachments.</li><li>• Ensure the facilities are ready for use including cleaning of washrooms, flooding of ball diamonds, garbage removal, etc.</li><li>• Ensure that the facilities are maintained in safe, clean and attractive condition.</li></ul></li></ol>

- To do daily mechanical safety checks of assigned equipment and record in appropriate records. Implements safety procedures to ensure public safety.
- All facility and equipment problems or unusual sounds or odours are to be investigated and immediately reported to the Supervisor.
- To perform daily lubrication of equipment assigned.
- To be responsible for maintaining equipment in a clean condition.
- To paint lines on roads and parking lots, to cut grass and trim trees, to put snow fences in fall and remove in spring.
- To pick up debris and dead animals and remove sand from sidewalks.
- Required to work with contractors on department properties.
- Responsible for set up and take down of City run Special Events.
- To respond to emergency calls when required.
- Provides first aid to the public/users when required.
- Assist with spring and fall flower bed preparation and planting.
- Responsible for keeping complete and accurate records of work performed.
- Comply with requirements of the Occupational Health & Safety Act, The Highway Traffic Act, all Federal, Provincial and City regulations, policies and procedures.
- Work with and mentor students.
- Provide back-up for Arena Class I during absence due to vacation or sickness.
- To perform other duties as assigned by Supervisor.

2. **Human Resources**

May be required to supervise summer students and contractors.

3. **Financial Resources**

Not responsible for an operating budget or acquisition of funds.

4. **Material Resources**

Carries out work assignments using assigned vehicle and/or hand tools and equipment. Capable of performing minor facility maintenance.

**SKILL AND EFFORT**

5. **Knowledge**

Knowledge of Municipal Facilities.

Knowledge and ability to drive a standard transmission truck.

Knowledge of Group 4 equipment.

Knowledge of maintenance of sport fields (lining of baseball and soccer fields).

Knowledge of ice resurfacing machinery and arena operations.

Knowledge of playground structures, inspections and repairs.

Knowledge of Horticultural is an asset but not required as technical guidance is provided by the Gardener to the Equipment Operators.

Knowledge of the Occupational Health & Safety Act, The Highway Traffic Act, all Federal, Provincial and City regulations, policies and procedures.

6. **Physical Skill and Effort**

Possess manual dexterity and physical strength to drive equipment and to use hand and power tools.

Job involves standing, sitting, walking, driving, lifting and bending.

7. **Decision Making and Judgement**

Ability to understand both written and oral direction.

Work is assigned daily and carried out under general supervision.

Judgement is exercised in:

Deciding whether to perform maintenance or repairs to equipment or recommending to supervisor the use of appropriate trades people.

8. **Interpersonal Skills/Contacts**

Interpersonal skills to relate with other staff and the public. Works to achieve good public relations with property users.

**Internal:**

With other staff for the purpose of sharing information to complete work assignments.

**External:**

With the general public to provide information and to respond to complaints.

**WORKING CONDITIONS**

9. **Environment**

Working in all weather conditions, in daylight and at night.

Working mainly outdoors.

Also required to do manual work.

Exposed to dust, noise, vibrations, odours and traffic.

10. **Control Over Work Schedule**

1. Schedule is approximately from May — September.

Monday to Sunday shift schedule 6:00 am — 2:00 pm, or 2:00 pm — 10:00 pm 40 hours per week.

2. Schedule is approximately from May — October.

Monday to Friday shift schedule 7:00 am — 3 pm.

This schedule is approximate and may be changed by management due to operational need.

Dated:

Signed: