

## City of Pembroke

### **Parks and Recreation Maintenance Attendant Job Summary**

Parks and Recreation Department

Reporting to the Supervisor of Parks and Recreation

Rate of Pay - \$18.75 per hour

#### **Education, Skills, Abilities**

1. Sixteen (16) years of age.
2. To project a suitable public relations image to the general public with the best interests of the City first and foremost.
3. Possess a good general knowledge of City streets, parks and facilities.
4. Capable of taking instruction and working in a team environment while carrying out a high level of maintenance under minimum supervision.
5. Proficient in the use of maintenance tools and operation of lawn mowers, leaf blowers, trimmers, pickup truck and ATV.
6. Carpentry skills will be considered an asset.

#### **Responsibility:**

Under the direction of the Supervisor of Parks and Recreation, you are responsible for maintaining City of Pembroke Parks, Recreation Facilities and outdoor spaces. Act as a Tourism Ambassador, welcoming visitors and the general public in a friendly and courteous manner and to provide tourist information when requested.

#### **Duties**

1. Maintenance of park grounds; grass cutting, garbage pickup, garbage bags changed, flower beds and supplies re-stocked.
2. Scraping and painting benches, gazebos and tree guards.
3. Clean up of shorelines, boulevards, sidewalks and streets.
4. To welcome visitors and the general public in a friendly and courteous manner and provide tourist information on request.
5. Maintenance of amphitheatre, bandshell, boardwalk, pavilions, walkways, court yards, internal park pathways, picnic tables and park benches.
6. May include maintenance and required inspections of children's playground area and equipment.
7. On occasion, to set up/tear down the bandshell stage as necessary under booking requirements.
8. Aid in security of park facilities and equipment.
9. Assist City employees in the daily maintenance and operations as required.

#### **Hours of Work:**

Forty (40) hours per week, Monday to Friday 7:30 AM to 3:30 PM, with the understanding evenings and/or weekends may be involved during special events or peak periods.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

As a condition of employment, candidates must maintain a valid Ontario driver's licence in good standing and will also be required to sign a Confidentiality Agreement. Candidate must supply their own personal CSA approved steel-toed work boots and work clothes.