

CITY OF PEMBROKE
Parks and Recreation

Casual General Maintenance Class 1 (CUPE Local 24)

Job Summary:

The City of Pembroke Parks and Recreation department is hiring for Casual General Maintenance Class 1. The incumbent will efficiently carry out the day-to-day requirements for the orderly maintenance and operational functions of recreation facilities, parks, sport fields and playgrounds.

Education, abilities & duties (see attached job description).

Hours of Work: Monday-Sunday, 8 hours per day with seasonal shift work, approximately 6-month contract.

Salary: \$23.59 per hour (2023 rate)

Applicants are invited to submit in confidence a detailed resume by May 26 at 4pm to:

Mrs. Arin Crinnion
Human Resources Coordinator
City of Pembroke
1 Pembroke St. E.
Pembroke ON K8A 3J5
Fax: 735-3660
Email: [Human Resources Department](#)

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the personal information is collected pursuant to the Municipal Act, R.S.O. 2001, Chapter c.25 and will only be used to determine the qualifications for employment.

City of Pembroke Job Description

Title: Casual General Maintenance – Class 1

Department: Parks and Recreation

Reports to: Supervisor of Parks and Facilities

Qualifications:

- 1) Must have a minimum of Grade 12
- 2) Must possess mechanical ability or potential
- 3) Must have physical strength, hand-eye coordination and endurance
- 4) Must have at least six (6) months experience in the operation of trucks, and small equipment
- 5) Must have at least six (6) months experience in the field of general trades and/or landscaping
(an equivalent combination of education and experience may be considered)

General Scope of Responsibilities:

Under the direction of the Supervisor of Parks and Facilities, the incumbent will efficiently carry out the day to day requirements for the orderly maintenance and operational functions of recreation facilities, parks, sport fields and playgrounds. Act as a Tourism Ambassador, welcome visitors and the general public in a friendly and courteous manner and to provide tourist information when requested.

Knowledge, Skills, Abilities and Judgement:

- 1) Be capable of carrying out assigned duties with a minimum of supervision and with a high sense of responsibility;
- 2) Must have experience or trainability in mechanics; and
- 3) Maintain harmonious relationships;

Duties:

- 1) To operate as directed: farm or industrial type tractors, trucks, lawnmowers, ice resurfacing machines and other tools and small equipment;
- 2) Take standby as necessary;
- 3) Manual labor
- 4) To properly maintain and operate efficiently all equipment relating to Parks and Facilities.
and
- 5) Carry out other related duties as assigned

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 submit a current successful Police Clearance Certificate, a complete physical medical examination for approval by the Corporation and maintain a valid Ontario driver's license in good standing.

Hours of Work:

2080 hours per year (8 hours per day) Monday to Sunday with seasonal shift work and occasional overtime and standby.