

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, 40 hours per week on a shift rotation.
- 35 week contract.
- Salary: \$24.67 per hour (2024 rate)

Applicants are invited to submit in confidence a detailed resume by October 4, 2024 at 12pm 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  
Parks and Recreation Department

TITLE:	<b>General Maintenance Class 1</b>
DEPARTMENT:	<b>Parks and Recreation</b>
REPORTS TO:	<b>Supervisor of Parks and Recreation</b>

**Position Summary:**

Under the direction of the Supervisor of Parks and Recreation, 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 public in a friendly and courteous manner and to provide tourist information when requested.

**Education/Qualifications/Experience:**

- Must have a minimum of Grade 12 \*
- Must possess mechanical ability or potential.
- Must have at least six (6) months experience in the operation of trucks, and small equipment.
- Must have at least six (6) months experience in the field of general trades and/or landscaping.
- Hold a valid Ontario Driver's License.  
\*(an equivalent combination of education and experience may be considered)

**Skills and Abilities:**

- Experience or trainability in mechanics.
- Basic computer skills.
- Good communication skills.

**General Scope of Duties:**

- To operate as directed: farm or industrial type tractors, trucks, lawnmowers, ice resurfacing machines and other tools and small equipment;
- Manual labour;
- To properly maintain and operate efficiently all equipment relating to Parks and Facilities. and
- Carry out other related duties as assigned.

**Decision Making and Judgement:**

- Be capable of carrying out assigned duties with minimum supervision and with a high sense of responsibility.

**Accountability:**

- Maintain and operate efficiently all equipment relating to the Parks and Recreation section.

**Leadership/Supervision:**

- Provides direct supervision to casual employees.

**Interpersonal Skills and Contacts:**

## Internal

- Senior and support staff of other departments

## External

- General public

**Working Conditions:**

- Outdoor Field Environment
- Driving
- Walking
- Available for overtime work when required.
- Travel as required for training.

**Physical Skill and Effort:**

- Able to lift up to 50lbs of supplies/equipment.
- Walking on uneven surfaces
- Manual labor

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and ensuring overall compliance with the City's health and safety program. Follows all guidelines and requirements for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

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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.

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Hours of Work: 40 hours per week on a shift rotation.  
Occasional overtime and standby.