



**Parks and Recreation Department
General Maintenance Class 1**

The City of Pembroke Parks and Recreation Department is currently seeking a **Full-Time General Maintenance Class 1** to join their team.

About Us

The City of Pembroke is the Heart of the Ottawa Valley. You can do it all from beautiful Pembroke thanks to our unparalleled quality of life, competitive property costs, cost of living, critical infrastructure, healthcare, education resources, and proximity to Ottawa. Enjoy a work-life balance set according to your terms in Pembroke. Learn more about us at www.pembroke.ca

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.

Qualifications:

- 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)

Hours of work:

2080 hours annually (40 hours a week) with occasional overtime.

Salary and Benefits:

- \$25.48 per hour (2025 probationary rate of pay).
- Extended Health Care, Dental, Vision, Life Insurance, Long Term Disability and Accidental Death insurance.
- 15 days' vacation, increasing with years of service plus 2 wellness days.
- OMERS defined pension, including 100-per-cent employer matching.
- Professional development and skill-based training opportunities.
- Employee and Family Assistance Plan.



Applicants are invited to submit in confidence a detailed cover letter and resume by 12pm on **March 7, 2025**.

Arin Crinnion - Human Resources Coordinator
City of Pembroke
1 Pembroke St. East, Pembroke, ON K8A 3J5
Email: HR@pembroke.ca

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals.

We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.



City of Pembroke
Parks and Recreation Department

TITLE:	General Maintenance Class 1
DEPARTMENT:	Parks and Recreation
REPORTS TO:	Supervisor of Parks and Recreation

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.



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.



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