



INTERNAL JOB POSTING PR-24-04

Parks & Recreation Department

Operations Working Foreman, Beardmore Ward

Date Posted: March 28, 2024

Job Type: Temporary, Full-Time

Description Applies CUPE LOCAL 3045

Rate of Pay: \$33.54/hr

GENERAL

- Responsible for the operations of the Community Centre, Poplar Lodge Park, marina, playgrounds, ball field and greenspaces within the Beardmore Ward.
- Perform daily operations and maintenance as per the job description to ensure the upkeep of the Community Centre and other facilities and infrastructure within the approved budget
- Through the coordination of municipal staff in Greenstone, provide services for events and special requests throughout Greenstone as determined by municipal policies and the directives of the municipal Council.
- Position is based in Beardmore; duties throughout Greenstone assigned as required.

ELIGIBILITY REQUIREMENTS

- Minimum of Grade 12
- Must possess and maintain a valid Class G driver's license
- Employment is conditional upon Vulnerable Sector Police Records Search clearance
- Must be able to perform basic maintenance on facilities and equipment
- Ability to obtain Refrigeration and Maintenance certification and other required licences

REPORTING RELATIONSHIP:

- Reports to the Manager of Parks & Recreation

DUTIES AND RESPONSIBILITIES

- Ensure compliance with all OHSA regulations, Greenstone Health & Safety policies, all other applicable legislation
- Maintenance and operation of all facilities, equipment and amenities
- Installation, preparation, and maintenance of arena and curling ice surfaces
- Supervise activities of Parks & Recreation staff
- Other duties as assigned

WORKING CONDITIONS AND HOURS OF WORK

- Outside in all weather
- Noise and fumes from equipment
- 40 hours per week. Shift work as required.
- May be required to work overtime as requested

Applicants must apply by email in writing by no later than 4:00 p.m. on April 4, 2024 to:

Al Gordon, Manager of Human Resources
Municipality of Greenstone Administration Office
PO Box 70, 1800 Main Street, Geraldton ON POT 1M0

Email: al.gordon@greenstone.ca
Fax: (807) 854-1947