

## **Municipality of Central Manitoulin**

**POSITION: Parks and Recreation Maintenance Worker**

**REPORTING RELATIONSHIP:** Reports to Maintenance Supervisors and CAO

### **PURPOSE OF POSTION:**

To maintain the buildings and recreational property assets of the municipality in operating condition.

### **RESPONSIBILITIES:**

1. Maintain the functionality and maintenance of buildings, parks, properties, and playgrounds owned by the Municipality.
2. Maintain the functionality of various landscaping and ice maintenance equipment owned by the Municipality.
  - Service small engine equipment as required.
  - Oil changes, greasing bearings, checking fluids - changing lawn mower or Ice resurface cutting blades as needed.
  - General maintenance of equipment.
3. General Building Maintenance - Minor repairs only
  - Plumbing
  - Electrical
  - Drywall repairs
  - Carpentry
  - Painting
4. New construction – small projects... etc
5. Custodial work – Ensure building spaces are prepared for each booking.
  - Taking out trash, tidying furniture including set up and tear down of tables and chairs
  - Sweeping and mop floors and vacuum carpets and dusting surfaces
  - Wash and sanitize toilets, sinks and showers and restock disposables (e.g. soap, toiletries)
  - Wipe mirrors and windows and general custodial work
6. Parks and Property maintenance
  - Landscaping
  - grass cutting and trimming.
  - garbage collection
  - dock maintenance
  - spring and fall cleanups.
  - brushing and trimming of trees
  - shoveling and snow removal
7. Other duties as assigned by the Maintenance Supervisors

#### WORKING CONDITIONS:

- Minimum 40 hour scheduled work week.
- Rotating day and evening schedule not limited to but also including weekends and holidays.
- Schedule varies and changes rapidly to accommodate service levels.
- Overtime is compensation at a rate of time and a half after 44 hours in one week. Overtime can be provided as time in lieu. Such overtime should occur only when warranted and schedule by the Maintenance supervisors to adjust for service levels.
- Working alone – Securing buildings by checking equipment, locking doors and closing windows.
- Report damages and oversee repairs.
- Working as a team completing common tasks – dock installations, large projects, property, and grounds maintenance.
- Mandatory paperwork and documentation of all maintenance work completed daily.
- Exposure to the extremes of summer and winter elements is a regular part of the position.

#### WORKING RELATIONSHIPS:

- Receives guidance and direction from the Maintenance Supervisors
- With The Public - Must be tactful in dealing with the public.

#### KNOWLEDGE AND SKILL:

- Must possess a valid driver's license (Class "G").
- Required drivers abstract and police vulnerable sector check.
- Problem solving and quick thinking.
- Time management skills.
- Good written and verbal communication skills.
- Experience as custodian, janitor or in a similar role an asset.
- Knowledge of use and maintenance of industrial cleaning equipment and appliances.
- Knowledge of safe disposal of chemical liquids and other hazardous components.
- Familiarity with basic landscaping and handyman practices.
- Attention to detail and conscientiousness.
- Suitable physical condition and strength.
- Willing to learn and be available for furthering skills training and education.

#### IMPACT OF ERROR:

- Poor repair/maintenance of buildings or equipment could result in increased long-term costs, personal injury, and safety hazards.

#### CONTROL:

General supervision from Maintenance Supervisor and Deputy Maintenance Supervisor.

Please direct all inquiries, requests for job descriptions and applications to:

Denise Deforge

CAO/Clerk

Municipality of Central Manitoulin

Phone: 705-377-5726

Email: [ddeforge@centralmanitoulin.ca](mailto:ddeforge@centralmanitoulin.ca)

[www.centralmanitoulin.ca/careers](http://www.centralmanitoulin.ca/careers)