

**Cavan Monaghan
Job Description**

Position: Temporary Lead Hand Operator Full-Time (8 months)

Reports to: Manager of Parks and Facilities

Job Summary:

To act as a Temporary Lead Hand Operator for an eight month period (with an option to extend if needed). The Lead Hand Operator is responsible for completing a wide variety of technical and laboring duties related to the support and maintenance of parks, sports fields, trails, splash pad, special event setup/take down, and facility maintenance and operation. The Lead Hand role has a requirement to be on-call to provide responses to urgent or emergency situations. This position will act as the main contact on Parks and Facilities operations, work plans, and staff scheduling and training in consultation with the Manager of Parks and Facilities.

Hourly Rate - \$ 32.73 (Working Road Foreperson rate – as per 1306-2 Public Works) A stand-by pay shall be paid during non-scheduled working days. The stand-by amount, to be available, and to carry a phone and will be at the rate of pay of \$30.00 per day.

Duties and Responsibilities:

- Responsible for creating staff scheduling, coordinating sick coverage and employee call ins, review of timesheet submissions for approval by the Manager.
- First point of contact for all emergency situations with regards to municipal parks, and facilities re: Trent Security, Nexicom, and all other Contracted Services. On-call in responding to after-hours situations and or emergencies including shift coverage.
- Responsible for training, and guidance of employees, as well as working with works crews in the completion of parks and property maintenance and operation.
- Creating and assigning detailed staff workplans for all shifts including monitoring staff breaks/lunches.
- Leading and assisting with the set-up, operation, maintenance, and teardown for all sanctioned special events.
- Performing inspections according to established performance objectives, maintaining accurate records of conditions and take remedial action where situations could result in possible injury to employees or the public and that may also adversely affect the Municipality's image.
- Investigating Municipal Policy and Procedures, concerns and complaints and responding accordingly.
- Assisting with the development and implementation of maintenance management programs for the purpose of making recommendations to the Manager.
- Operating and ensuring the effective maintenance of machinery and equipment.
- Responsible for the actions of equipment and crew in accordance with the Occupational Health and Safety Act, municipal policies, and procedures.
- Additional duties and special projects as assigned based on department and organizational needs.

**Cavan Monaghan
Job Description**

Position: **Parks & Facilities Operator (full-time)**

Reports to: Parks & Facilities Manager

This Job Description is: Revised August 2013

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Job Summary:

To maintain and operate all Parks and Facilities within the Township of Cavan Monaghan. Ensure the Collective Agreement (CUPE) and all Department policies and procedures are adhered to. The incumbent will be accountable for all maintenance, gardening and custodial duties as required or directed. Reports directly to the Parks & Facilities Manager.

Duties and Responsibilities:

1. Responsible for completing daily work diaries, inspection logs, and maintenance records.
2. Responsible for all operational duties with regards to Parks and Facilities.
3. Responsible for the collection of revenue generated on his/her scheduled shift.
4. Responsible for recording refrigeration temperatures and pressures at arena as per all requirements.
5. Provide direction to part-time staff while performing duties.
6. Responsible for maintaining soft drink and cleaning supply inventories in consultation with the Manager.
7. Implement and administer structural and mechanical maintenance programs and procedures for all parks and facilities in consultation with the Manager.
8. Maintain maintenance and risk management programs related to parks and facilities and ensure adherence to the Occupational Health & Safety Act.
9. Purchase materials and supplies in accordance with Township Purchasing Policies when directed by the Manager and/or Director.
10. Ensure public safety at all times by following safety procedures and eliminating hazards.

11. Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
12. Ensure staff members are using proper procedures when handling various chemicals and equipment.
13. Respond to inquiries from general public concerning ice, room rentals prices, times and parks rules and regulations, etc
14. Assist in staff development and evaluation.
15. Adhere to the Collective Agreement (CUPE).
16. Adhere to the Municipal User Fees and Charges By-law and all Municipal By-laws.
17. Responsible for performing additional duties on a daily basis as determined by the Manager.

Safety

- Maintain maintenance and risk management programs related to Parks and Facilities.
- Responsible for occasional collection of data (re: health & safety, fire building inspections).
- Ensure public safety at all times by following safety procedures and eliminating hazards.
- Responsible to ensure that employees adhere to the Occupational Health & Safety Act. In case of a safety issue report to your Manager immediately.

Parks:

To maintain and operate:

- Municipal flowerbeds throughout the Township.
- Sport field conditions i.e. lining and dragging.
- Day to day requirements of municipal parks, cutting grass, weedeating.
- Regular maintenance on equipment including documentation.
- Operating equipment for ground maintenance.
- Municipal parks in a manner that will serve the needs of the clients making bookings through the department.
- Grounds within all municipal green/open spaces. (Downtown Millbrook)
- The buildings, shelters, and facilities within all municipal green spaces.

- A record of inspection for all municipal parks in an effort to mitigate municipal liability.
- Municipal playgrounds and equipment in a safe and operational condition.
- All maintenance of equipment in an efficient and effective manner to protect the investment of the municipality.
- Assists with special events as necessary.

Facilities:

Responsibilities include but are not limited to:

- Shoveling and salting of all parks and facilities.
- Maintain all buildings in a manner that is safe and healthy for staff and users.
- Resurface ice when required in addition to daily ice maintenance procedures.
- Propane fuel tanks and all fluid levels on the ice resurfer.
- Operate refrigeration plant, monitor and record readings to ensure safe operation.
- Maintain awareness of safety procedures and reports potential danger and defective equipment.
- Cleaning and replacing broken ice surface shields.
- All custodian duties including the following but not limited to; sweeping and mopping all floor surfaces, cleaning of offices, kitchen, washrooms, sinks, toilets, showers and other equipment (ex. Ice resurfer, lawn equipment)
- Responsible for the collection of refuse and waste and disposition of it.
- Assist in the preparation, supervision, and clean up of events in all municipal parks and facilities.
- Basic carpentry, plumbing, electrical and mechanical skills as required in the performance of building repairs and maintenance duties.

Working Conditions:

Work is subject to frequent interruptions and requires the ability to perform multiple functions at any given time.

Position is in a high profile setting with immediate exposure to the public.

Exposure to physical and fatal hazards. (ammonia, propane, natural gas, Freon, carbon monoxide, chemicals, Glycol, Clostridia Bacteria, nitrogen dioxide, sick building syndrome, moving equipment, heights, electrical shock, slipping on ice, inclement weather conditions, unruly patrons, etc.)

Required to make important decisions on the spot.

Job Knowledge:

Must have completed grade 12 secondary school education or equivalent.

Demonstrated experience with ice maintenance, park maintenance and equipment operations.

Strong organizational, management, and leadership skills related to the facilitation of municipal parks and facilities. Self-motivator and independent self-starter.

Proven ability to communicate effectively as a front line customer service representative within the municipal organizational structure and with the clientele and user groups of the municipality.

Ability to implement and maintain maintenance and risk management programs related to parks and facilities.

The incumbent must hold a valid "G" Ontario driver's license where any car, van or small truck or combination of vehicle and towed vehicle up to 11,000 kg provided the towed vehicle is not over 4,600 kg.

Police check including vulnerable sector required upon verbal offer of employment.

Certified Ice Technician through the Ontario Recreation Facilities Association, Inc. or equivalent.

Must be certified in First Aid/CPR, Workplace Hazardous Materials Information System (WHMIS), Propane Safety and Basic Refrigeration.

Suggested Certificates:

***Certified or trained employees (Train the Trainer) in specific areas of expertise will be expected to oversee and provide training to other employees.**

- Chainsaw Certificate
- Working at Heights Certificate
- Traffic Control Technician
- Customer Service/Communication
- Parks Maintenance & Operations
- Health & Safety
- Turf Management
- Ice making and painting
- Horticultural/Landscaping
- Sport field and Trail Maintenance
- Basic Arena Refrigeration (ORFA)
- Ice Maintenance and Equipment Operations (ORFA)

The Township of Cavan Monaghan Parks and Facilities

Ground Maintenance/Trimming

Township ditches in Millbrook
Dry Hydrants (7)
Fire Hall 1
Fire Hall 2
Lisa Court - Island
Millbrook Manor - Road Allowance
Nina Court - Walk Way
Old Millbrook Fire Hall
Retention Ponds (4)
Millbrook Settlement Signs (4)
Sharpe Line Cemetery
Stewart Line Cemetery
Stock Ponds MNR
Township Roads Depot
Millbrook Standpipe
Pumping Station
Waste Water Treatment Plant
Water Treatment Plant

Facilities

Bruce Johnston Library
Cavan Monaghan Community Centre
Lion's Den
Maple Leaf Park -New Shelter
Maple Leaf Park - Old Shelter Storage
Millbrook Parks Depot
Old Millbrook School
Township Office
1427 Syer Line
Roads Garage
Transfer Station

Parks

Cedar Valley Park
Edgewood Park
Little Creek Park
Maple Leaf Park
Medd's Mountain
Millpond Park
Peace Park at Bruce Johnston Library
Station Park
Whitfield Landing

Trails

Millbrook Valley Trails

Including:

- Medd's Mountain Trail
- Baxter Creek Trail
- Grand Trunk Pathway
- Cedar Trail
- Meadow Trail