

**MUNICIPALITY OF HURON EAST  
JOB DESCRIPTION**

<b>POSITION TITLE:</b>	<b>RECREATION FACILITY ATTENDANT</b>	
<b>Department:</b>	Community Services	
<b>Reports to (Title)</b>	SDCC and/or BMGCC Supervisor	
<b>Job Description last updated on (Date):</b>	<b>September 27<sup>th</sup>, 2023</b>	

<b>POSITION DETAILS</b>	
Position Status (full-time/part-time/seasonal)	Part-Time
Primary Work Location	Seaforth & District Community Centre, Brussels, Morris & Grey Community Centre, Vanastra Recreation Centre, and various parks throughout Huron East
Pay Method (salary/hourly)	Hourly
Normal Workweek (# of hours)	Hours Vary
Overtime Status (paid/unpaid/rate/after x# hours)	Paid after 44 hours / week
Benefits:	OMERS? YES Group Benefits? NO

<b>GENERAL DESCRIPTION (OVERVIEW) OF POSITION</b>	
The Recreation Facility Attendant provides operational, maintenance, and custodial services for parks and recreation, including arena, halls, tennis courts, soccer fields, baseball diamonds, outdoor and indoor swimming pool and open park areas.	
<b>1.</b>	<b>Scope of position</b>
	<ul style="list-style-type: none"> <li>i. Assists with the parks and recreation day to day program and mechanical operations</li> <li>ii. Ensures the parks and facilities are maintained in a safe clean and attractive condition.</li> <li>iii. Responds to inquiries from the public, liaises with public users of the parks and facilities and provides excellent customer service.</li> </ul>

<b>2.</b>	<b>Key Responsibilities</b>
	<ul style="list-style-type: none"> <li>i. Reviews assignments and schedule of events to ensure the facility is ready for use.</li> <li>ii. Liaises with user groups regarding facility rentals and makes necessary arrangements for events.</li> <li>iii. Responds to requests and complaints on a daily basis.</li> <li>iv. Sets up facility spaces for special events.</li> <li>v. Performs tear-down and clean up following events.</li> <li>vi. Assists with installation and removal ice.</li> </ul>

- vii. Changes net pegs and related duties.
- viii. Provides staffing for in house recreational programs including, but not limited to, lacrosse, ball hockey, pickle ball, curling, shuffleboard, and other organized community events.
- ix. Responsible for grass-cutting and trimming at various municipal properties throughout spring, summer and fall.
- x. Responsible for sports field maintenance and preparation, such as grass-cutting, dragging diamond and line marking.
- xi.
- xii. Responsible for watering flowers and parks maintenance.
- xiii. Assists with seasonal opening and closing of outdoor pool, daily maintenance e.g vacuuming, chemical adjustments, pool tests, unloading products into storage, etc.
- xiv. Cleans sidewalks, sweeps and cleans dressing rooms, washrooms and other areas.
- xv. Assists with repairs or minor alterations to building, e.g. carpentry, plumbing, painting, etc.
- xvi. Performs other duties as assigned.

### SECTION A: SKILLS

<b>1.</b>	<b>Knowledge</b>						
<b>a)</b>	<b>Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc.)</b>						
	Some high school or post secondary						
<b>b)</b>	<b>Formal Training (designation(s) or certification(s)) required:</b>						
	<ul style="list-style-type: none"> <li>• First Aid/CPR with AED certification or willingness to become</li> <li>• Smart Serve certification or willingness to become</li> </ul>						
<b>c)</b>	<b>Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job.</b>						
	<ul style="list-style-type: none"> <li>• Experience working with computers</li> <li>• Must possess and maintain a valid Driver’s License.</li> <li>• Must possess and maintain a clean criminal record check</li> <li>• Ability to operate a variety of light machinery and maintenance equipment safely and efficiently.</li> </ul>						
<b>d)</b>	<b>Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands</b>						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Time Management</td> <td style="width: 50%;">Teamwork</td> </tr> <tr> <td>Good Interpersonal Skills</td> <td>Decision-making Skills</td> </tr> <tr> <td>Computer knowledge/skills</td> <td>Communication skills</td> </tr> </table>	Time Management	Teamwork	Good Interpersonal Skills	Decision-making Skills	Computer knowledge/skills	Communication skills
Time Management	Teamwork						
Good Interpersonal Skills	Decision-making Skills						
Computer knowledge/skills	Communication skills						

Customer Service Skills	Work independently and with others
Knowledge of local facility by-laws and share agreements	Good Physical condition – ability to lift 25kg
Confidentiality	Leadership

<b>2.</b>	<b>Decision Making – judgment, problem solving, creativity, initiative and analysis. Describe the following:</b>
	<ul style="list-style-type: none"> <li>• Routinely uses judgment in decision making to prioritize projects and tasks, assess severity of equipment problems and appropriate action, and deal with emergency situations</li> <li>• Some creativity required to deal with unforeseen circumstances</li> <li>• Provide feedback and input on procedures, and assist in creation of policies, procedures and systems, as required</li> <li>• Limited safe guarding of confidential information.</li> </ul>

<b>3.</b>	<b>Communication – written, verbal and interpersonal</b>
<b>a)</b>	<b>Internal contacts (council, managers, non management staff)</b>
	Manager or Parks and Recreation, Facility Supervisor, Facility Operator
<b>b)</b>	<b>External Contacts (general public, suppliers, government, professionals, boards, etc)</b>
	General public, suppliers, government, ministry contacts, and boards.
	<b>Nature of the communication:</b>
	<ul style="list-style-type: none"> <li>• Communicates daily with Facility Supervisor regarding daily assignments and duties.</li> <li>• Communicates frequently with general public, public users of the facility to exchange information.</li> <li>• Communicates with internal staff to convey information.</li> </ul>

### SECTION B: EFFORT

<b>1.</b>	<b>Mental Effort – concentration and attention, complexity and analysis required and mental fatigue.</b>
	<ul style="list-style-type: none"> <li>• Often required to perform multiple tasks within a shift to meet the needs of the public and the facility.</li> <li>• Concentration and attention required when dealing with chemicals and mechanical equipment to avoid accidents and injury.</li> </ul>

<b>2.</b>	<b>Physical &amp; Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue.</b>
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- Work is performed in a municipal facility and/or outdoors with some risk of exposure to chemicals, oily, hot machinery and unruly patrons.
- Manual dexterity required to operate specialized equipment.
- Work can be physically strenuous including, but not limited to, shoveling, sweeping, bending, lifting, carrying, and standing over extended periods of time as well as the use of equipment and supplies

### **SECTION C: RESPONSIBILITY**

<b>1.</b>	<b>Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning</b>
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- Performance of duties has an immediate impact on programs and services.
- Interaction with the public occurs frequently.
- Encouraged to make recommendations to Facility Supervisor for improving the effectiveness and efficiency of duties.

<b>2.</b>	<b>Human Resources: personnel policies and procedures, supervision, health and safety, training</b>
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- Expected to adhere to the policies and procedures regarding Health & Safety outlined by the Municipality.

<b>3.</b>	<b>Material &amp; information resources – equipment, property, data records and software, confidentiality</b>
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- Maintains logbook and other required records on compressors, electrical equipment etc.
- Responsible for reporting unmaintained, potentially dangerous property or equipment that could affect the safety of the public and/or staff.

<b>4.</b>	<b>Financial Resources – budgets, treasury, accounting and confidentiality</b>
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- Limited safeguarding of confidential information relating to facility invoicing and payments.

### **SECTION D: WORKING CONDITIONS**

<b>1.</b>	<b>Physical surroundings and hazards</b>
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- Work is performed in a municipal facility and/or outdoors with some risk of exposure to chemicals, oily, hot machinery and unruly patrons
- Work involves some bending, lifting, climbing and carrying.
- Possible exposure to extreme or inclement weather conditions when working outside.
- Required to work shifts, including evenings and weekends

<b>2.</b>	<b>Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption</b>
<ul style="list-style-type: none"> <li>• Frequent interaction with the public.</li> <li>• Must balance multiple tasks at a time with frequent interruptions.</li> </ul>	

### SECTION E: APPROVAL

<b>Employee Approval</b>	
<b>I have reviewed the above job description and agree it is accurate and complete.</b>	
Name	
Signature	
Date	

<b>Supervisor Approval</b>	
<b>I have reviewed the above job description and agree it is accurate and complete.</b>	
Supervisor Name	
Supervisor Signature	
Date	

<b>Next Level of Supervision (If applicable)</b>	
<b>I have reviewed the above job description and agree it is accurate and complete.</b>	
Supervisor Name	
Supervisor Signature	
Date	