

The Corporation of the Town of Gravenhurst

POSITION DESCRIPTION

Position Title: Municipal Operator 2 – Parks (6 month contract)
Area/Department: Infrastructure Services
Reports to: Public Works and Operations Foreman or designate

POSITION SUMMARY

The **Municipal Operator 2 – Parks** is responsible for the general maintenance, repair, and safety of area parks, trails, the Muskoka Wharf, other municipal facilities, and their respective green spaces, properties, and facilities. Responsibilities also include making arrangements and details associated with special events and liaising with the public. Conducting routine Health and Safety inspections with respect to daily operations. Operating various types of equipment but not limited to: snow blowers, sidewalk plows, limb chipper, chainsaw, weed trimmers, power washer, tractor, ATV, turf cutting units, etc.

DUTIES & RESPONSIBILITIES

1. Assists with general maintenance, repair, and safety of area parks, trails, the Muskoka Wharf, other municipal facilities, and their respective green spaces, properties and facilities in an efficient manner to ensure that these areas are fully functional by performing various tasks including but not limited to:
 - Removal of garbage and litter
 - Cleaning/disinfecting, stocking and repair of public washrooms
 - Repair to various buildings and structures
 - Painting/staining
 - Sports field maintenance including but not limited to ball diamond inspection and maintenance (dragging, raking, fence repair, etc.)
 - Playground inspection and maintenance
 - Beach maintenance
 - Building and maintaining natural winter rink facilities (as required)
 - Performs winter maintenance to sidewalk and walkways, including operation of sidewalk machines
 - Maintenance to various site furniture including boardwalk, docks etc.
 - Special event set up (stage, barricades, fencing, etc.)
 - Develop Traffic Protection Plans
2. Demonstrates positive interaction and attentiveness toward children, youth, adults and seniors, and a high level of customer service to residents, visitors and special event organizers. Assists with the scheduling of work by: identifying and resolving maintenance requirements to ensure the efficient operation and completion of work. Assists with daily work assignments to summer students by prioritizing both routine and emergency type requests; Provides daily guidance and work interaction with students, including monitoring work efficiency, accuracy and safety of the completed tasks

3. Ensures that the distributions of products are controlled and the delivery of supplies and equipment are efficient and available when needed. Provides ordering input to the Public Works and Operations Foreman and purchases emergency or “needed” supplies as required.
4. Maintains equipment by performing proper greasing, daily cleaning and service, to ensure the safety, efficiency and effectiveness of the vehicle and equipment operations, while maximizing their life cycle. Advises the Fleet Foreman of any problems or defects in a timely and appropriate manner.
5. This position may be required to perform functions for the public works division, including road maintenance and winter sand/salt/snowplow operations, snow removal, and to operate various public works equipment.
6. Assists with special projects from time to time and performs other duties as assigned.

SUPERVISION REQUIREMENTS

Provides Day to Day Direction to: N/A
 Positions Supervised Directly: N/A
 Positions Supervised Indirectly: N/A

EDUCATION, SKILLS and EXPERIENCE

1. Successful completion of a secondary school grade 12 diploma or equivalent
2. Previous park and trails experience is an asset.
3. Ability to effectively interact and work co-operatively in a work crew
4. Ability to establish and maintain effective working relationships with other employees and the general public
5. Knowledge of parks and trails maintenance operations and relevant equipment and Horticulture, Arboriculture, Turf Management and Landscaping
6. Understanding of special event requirements
7. Efficiency and ability to organize and schedule work
8. Oral and written communication skills and ability to maintain accurate work records
9. Understanding of Occupational Health & Safety Act requirements, WHMIS, etc.
10. Current First Aid training is an asset
11. Valid G license with a clean drivers abstract satisfactory to the corporation (Use of own vehicle may be required)
12. Possession of a valid DZ license is considered an asset
13. Experience with year-round road maintenance operations and winter sand/salt/snowplow operations would be considered an asset
14. Experience in the proficient operation of the following equipment is considered a definite asset: sidewalk plows, limb chipper, chain saws, weed trimmers, quick-cut saws and turf cutting units
15. Physically able to carry out all aspects of the job

HEALTH & SAFETY RESPONSIBILITIES

1. To learn, understand and practice standard Town operating procedures.
2. To be familiar with and comply with the provisions of the Occupational Health and Safety Act and Regulations; and the Towns Health and Safety Policies and Procedures.
3. To take every reasonable precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.

4. To report unsafe acts or conditions to a supervisor or Health and Safety Committee Representative.
5. To report any occupational injury or illness immediately to their supervisor.
6. To use and provide staff with personal protective equipment (PPE), where required.
7. To ensure that seasonal employees receive the required PPE and training in the appropriate practices, policies and procedures necessary to work in a safe manner and to monitor their compliance with corporate health and safety policies.
8. To report any contravention of the Occupational Health and Safety Act.

PHYSICAL/PSYCHOLOGICAL DEMANDS and WORKING CONDITIONS

Environment: Work is conducted in a field environment with some exposure to criticism from the public. Occasionally may be required to work in and around building and construction sites; exposure to inclement weather conditions, mechanical hazards, noise, and dust. Requirement to juggle priorities, verbally communicate to exchange information. deal with constant interruptions and changing demands during the course of a working day; occasions whereby an extremely short amount of time is available to complete a project or task; wide variety of tasks requiring ability to manage multiple projects and make independent decisions (daily); while maintaining a pleasant, professional and positive demeanor.

Physical: Requirement for sufficient physical ability and mobility to in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to travel to other locations; to operate equipment and vehicle;

Normal hours of work are 40 hours per week and will include weekend work as required.

CONTACTS

Incumbent communicates regularly with municipal staff, provincial ministries and government agencies, staff of other municipalities, and the general public.

REVIEW/APPROVAL

Incumbent: _____ **Date:** _____

Director: _____ **Date:** _____

Immediate Supervisor: _____ **Date:** _____

Human Resources: _____ **Date:** _____

Affiliation: Union (contract)

May 16/19