



JOB DESCRIPTION
Semi-Skilled Labourer
Colchester Legion Stadium
Parks, Recreation & Culture Department
August, 2018

Position Summary:

The Parks, Recreation and Culture Department areas of responsibility consist of Victoria Park, the Outdoor Pool, Colchester Legion Stadium, parks and green spaces throughout the Town, the Civic Square including the Outdoor Rink, flower beds, Victoria Square, TAAC Grounds, walking trails, sports fields, Kiwanis Park, planters and litter collection.

This position is classified at the Semi-Skilled Labourer level and the incumbent is required to be proficient in handling and operating power operated tools and equipment, including the Stadium Ice Resurfacers. Responsibilities extend to the care and maintenance of the facility to include, but not limited to, maintaining the ice surface, janitorial services and facility set-up.

This position will be based out of the Colchester Legion Stadium and the incumbent will be required to work shift work, including days, evenings and weekends.

This position will also assist other Parks, Recreation and Culture Maintenance Staff, as required.

Reporting Relationship:

Reports to: Stadium Foreman

Key Working Relationships:

Internal: Applicable Department
CUPE Local 734
Other Town Departments

External: General Public

RESPONSIBILITIES/ACCOUNTABILITIES:

- Carry out duties and work consistent in the daily operations of the Colchester Legion Stadium and perform maintenance, construction and repair functions, using appropriate equipment and tools, in accordance with the regulated safety standards.
- Carry out duties and work consistent with the daily operations of maintaining the ice surface. The duties and work include, but are not limited to, operating equipment in the installation, repair and replacement of the ice surface.
- Operate the ice flooding and ice cleaning equipment, in accordance with the guidelines and safety standards; perform daily inspections and preventative maintenance on assigned equipment in accordance to established procedures; notify equipment problems or needed repairs to the Stadium Foreman and provide assistance where required.
- Perform general building maintenance and repair work including cleaning and janitorial services, in accordance with established procedures; replenish supplies, garbage/debris pick up, and sweeping/snow removal.
- Provide assistance for facility set-up, as required.
- Operate all equipment in a safe and professional manner; maintain awareness of people and other safety hazards near work site; follow all safety operating procedures and guidelines in accordance with safety standards.
- Assist other sections of the Department, within the scope of personal qualifications and abilities, as directed.

- Provide high quality customer service, respond to public inquiries in a courteous manner and within the scope of knowledge and authority, or direct to Stadium Foreman.
- Maintain close working relationship with members within the department to ensure continual exchange of information with on-going activities.
- Participate in departmental and town organized training and development activities, in addition to attending career development training, as directed.
- Participate in the Town's Performance Management Program.
- Other assigned responsibilities within the scope of the position and personal qualifications and abilities.

Qualifications and Requirements:

- Completion of Grade 12 Education or equivalent;
- Minimum of one (1) year experience working as a labourer in a related position;
- Must possess a valid Nova Scotia Class 3 Driver's License;
- Basic knowledge of the operation and daily maintenance procedures related to the Colchester Legion Stadium;
- Working knowledge and experience operating ice equipment;
- Working knowledge of light construction practices;
- Proficient carpentry/project construction skills and experience;
- Familiar with the geographical layout of the Town; basic knowledge of the Parks & Recreation facilities and properties;
- Self-starting, able to carry out duties with a minimum of supervision;
- Completion of Workplace Hazardous Material Information System training (WHMIS);
- Emergency First Aid;
- Good interpersonal skills and belief in teamwork approach;
- Ability to interact with the public in a polite manner;

Competencies:

- Excellent organizational skills;
- Excellent communication skills (listening and oral); work effectively as a team member, respond to public inquires, and provide high quality customer service;
- Possess problem solving ability; be self-directing; possess ambition and ability to obtain positive results; have the ability to multi-task;

Working Conditions and Physical Environment

- Physical strength and ability to perform moderate to heavy manual labour, including frequent bending, walking, kneeling, and heavy lifting, for extended periods under dirty and uncomfortable conditions and in all types of weather, as necessary. Frequently works near mechanical equipment and exposed to loud noises.
- Flexible and available for emergency call-outs.

AUTHORIZING SIGNATURES

Director of Parks, Recreation & Culture:

(Signature)

(Date)

Supervisor:

(Signature)

(Date)

Incumbent:

(Signature)

(Date)