

FULL TIME

The Town of Provost has an employment opportunity for an energetic and motivated individual to fill the position of a Parks and recreation Operator. This position will be full time with shift and weekend work during the winter months.

DUTIES WILL INCLUDE (but are not limited to) THE FOLLOWING:

Summer Duties:

- Lawn Mowing
- Grass Trimming
- Painting
- Pool Maintenance
- Facility Maintenance
- Campground Maintenance

Winter Duties:

- Arena and Facility Maintenance
- Zamboni Operations
- Janitorial Duties
- Making, maintaining and monitoring the ice surface
- Refrigeration plant checks
- Performing minor building repairs
- Custodial service

Qualifications:

- Minimum of a Grade Twelve education or equivalency is required.
- Previous experience in a municipal recreation/facility setting is desirable.
- Valid Class 5 Driver's License, Drivers Abstract and Criminal Record Check will be required.
- Arena Operator, Pool Operator, Facility & Sports field Operator certifications would be an asset, but is not a requirement.
- Must be reliable and possess a strong work ethic.
- Ability to communicate effectively with co-workers, user groups and the general public.

Hours of Work:

During the winter/Arena operations, hours of work will involve rotating shifts to a total of 80 hours every two weeks. Work shifts may vary and will be on a rotating basis, including early mornings, late evenings, weekends and statutory holidays.

During the summer/parks operations, hours of work will generally be Monday through Friday, 7:30-4:00p.m., with occasional evening and or weekend shifts as required.

Salary/Wage:

The Town of Provost offers a competitive salary commensurate with experience and an excellent benefits package.

Forward Resumes to: Town of Provost
Attention: Chief Administrative Officer
Box 449, Provost Alberta, T0B 3S0
Email: cao@townofprovost.ca
Fax: 780-753-6889

Closing Date: Open until a suitable candidate is found.