



HELP WANTED

JOB TITLE: Parks and Recreation Laborer/ Arena Operator

DEFINITION: The full time, permanent Laborer/Arena Operator assists the Parks and Recreation department by performing unskilled to semi-skilled work in a variety of work settings. Responsible for the upkeep and maintenance of public parks, buildings, athletic fields and related facilities. The employee cuts grass, maintains ball fields, responsible for the collection and disposal of refuse at the park areas, responsible for Arena operations during winter months during scheduled shifts.

ESSENTIAL FUNCTIONS OF THE JOB:

Cuts grass with mowers and weed eaters.
Operates a variety of hand tools and power equipment.
Operates Zamboni ice resurfacing machine
Performs athletic field preparation and maintenance requiring crouching, bending, and stooping.
Cleans restrooms and facilities.
Performs heavy manual labor for extended periods under some unfavorable climatic conditions

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Must be sixteen (18) years of age or older.
Must possess a valid class 5 driver's license and the ability to safely operate a motor vehicle.
Knowledge of and the ability to operate recreational maintenance equipment.
Graduate of high school.

Knowledge of the recreation industry, experience in recreational facilities or landscaping, is an asset. Having successfully completed recreation courses such as Arena Operator 1, Sports Fields 1 or others is an asset however not a necessity. Training will be provided to the successful candidate if required. This will become a job requirement if not already in possession of these courses.

Ability to establish and maintain effective, harmonious, cooperative, and productive working relationships with other employees and the public.
Ability to effectively converse with external customers relating to their concerns and requests

Ability to work flexible hours and perform occasional overtime with weekend, holiday and shift work as a requirement.

Ability to work under stress, handle stressful situations and meet deadlines.

Ability to report for work on time and in a professional manner to perform the duties of the job for an entire workday.

The position will remain open until a suitable candidate is found.

We thank all who apply, however, only those selected for an interview will be contacted.

Please submit resumes to the attention of:

Jeff Edwards
Assistant CAO
Town of Tofield
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