

MUNICIPALITY OF HURON SHORES

POSITION DESCRIPTION

Position: Facilities and Recreation Labourer	Date approved: October 9, 2024
Reports to: CAO/Clerk	Approved by: Council

POSITION SUMMARY OF PRIMARY DUTIES:

Under the direction of the CAO/Clerk, this position is responsible for providing comprehensive maintenance and labour services at all municipal facilities and grounds, in accordance with municipal policies and provincial standards.

MAJOR DUTIES AND RESPONSIBILITIES

- Maintain municipal buildings and facilities, conducting routine inspections and performing necessary repairs.
- Provide support to the Recreation Committee and Community Groups to ensure the proper scheduling and usage of recreation facilities.
- Assist with organizing community events and activities, ensuring facilities are ready and in good working order.
- Perform grass cutting, lawn care, and landscaping for all municipal properties and parks.
- Perform general repairs to municipal buildings such as doors, windows, locks, furniture, plumbing issues, electrical fixtures, and painting.
- Maintain and repair municipal facilities and public areas such as parks, playgrounds.
- Ensure safe operation and perform routine maintenance of equipment used for grounds maintenance.
- Communicate maintenance issues that require attention to the CAO/Clerk.

- Ensure work is completed accurately, promptly, and safely in compliance with established standards and applicable regulations.
- Ability to prioritize tasks and manage time effectively without supervisor, ensuring that all maintenance duties are completed in a timely manner.
- Ability to identify and resolve issues as they arise, whether in grounds maintenance or facility upkeep, without waiting for direction.
- Other duties as assigned.

Education/Experience/Skills

Education: Minimum Grade 10 education.

Experience:

- Previous experience providing support for recreational activities or facility maintenance.
- Previous experience in general building and grounds maintenance

Skills:

- Valid G driver's license with a clean driving record
- Mechanical ability to perform preventative maintenance and routine repairs on equipment and buildings.
- Ability to operate small power tools and equipment
- Ability to work in cold and challenging weather conditions.
- Strong organizational skills
- Strong ability to work independently
- Good customer service skills for interacting courteously and effectively with the public, staff, supplies, contractors, and other departments
- Awareness of the Occupational Health and Safety Act and AODA Compliance.

Independence of Action

The job requires the application of established methods or procedures and may involve a choice of actions. The job requires the ability to perform all maintenance tasks independently, addressing any issues or

maintenance requirements proactively.

Impact of Errors

Errors and incorrect judgements may result in minor financial repercussion, loss of resources, injury, or embarrassment to the municipality.

Contacts

Courtesy and tact required in explaining, exchanging data or information.

Leadership

Leadership is not a part of the job requirement. Occasionally, there may be a requirement to show others how to perform tasks or duties.

Physical Demands/Sensory Demands

Frequently involves moving/lifting items varying in weight from light (1-20 lbs) to medium (21-50 lbs). Occasionally requires heavy lifting, digging, raking, etc. Visual concentration is required when operating equipment to avoid causing injuries to others.

Working Conditions

Work is performed under field conditions and may include exposure to weather, dust, fumes, noxious odours, grease, grime, noise, etc.