



Job Posting

Parks and Facility Operator (Part-time)

Position:

Under the direction of the Parks and Facilities Manager, the Part-time Parks and Facility Operator performs all operational, maintenance and supervisory duties assigned by the Parks and Facilities Manager with the goal of providing the best possible level of services.

Responsibilities:

- Supervises all types of public events and functions. Be prepared to handle emergency and other such situations that may arise.
- Reports all problems, conditions and situations as required.
- Performs various administrative duties as required or assigned (ie. accept and record all payments, etc.)
- Recommends and implement policies and procedures which would enhance the operation of the parks and facilities.
- Maintains effective communications with all other recreation staff, user groups and patrons.
- Be aware of cost effectiveness in all operational matters.
- Be familiar with health and safety regulations pertaining to both operational and staff related issues.
- Completes all required physical plant operating records (arena and pools).
- Completes necessary operating, maintenance and repair records for facilities, parks, machinery, equipment and tools.
- Accepts First Aid, CPR, WHMIS and other training and education as required.
- Maintains up-to-date certification and/or licensing as required.
- Ensures that all facilities and equipment are properly secured when not in use.
- Maintains arena ice surface conditions properly at all times.
- Maintains community pool water quality and ensure that equipment and facilities are clean and safe.
- Maintains ball diamonds, soccer pitches, tennis courts, playground equipment and all other playing field areas.
- Maintains all indoor facilities (auditorium, meeting rooms, kitchens, library, dressing rooms, washrooms, etc.).
- Operates all equipment and machinery (ie. ice resurfacer, riding mower, tractors, trimmers, power tools, etc.) used in maintenance of recreational areas, facilities and open spaces.
- Maintains and repair all equipment and machinery used in the maintenance of recreational areas, facilities and open spaces.
- Performs related and other duties as assigned.

Qualifications:

- Three (3) to five (5) years previous experience in recreation or related field.
- Ontario Secondary School Diploma (OSSD)
- Post Secondary Diploma/Degree at the Community College level in a related field of study is an asset.
- Preferred candidates would possess one or more of the following certifications:
 - Basic Refrigeration Certification
 - Pool Operators Certification
 - Propane Handling Certification
 - WHMIS Certification
 - First Aid and CPR Certification
- Possess strong communication and people skills.
- Possess a mechanical aptitude.
- Valid driver's license – Class G2

Physical Demands and Work Conditions:

- May be required to work in conditions that may result in being exposed to wet, cold and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.
- Work is performed in indoor and outdoor environments.
- Work may require frequent standing, walking, bending, repetitive motion, swimming and lifting up to 50 pounds.
- Normal hours of work are 15-24 hours per week, Monday to Sunday. Will be required to work weekends, evening hours as well as abnormal hours.

Pay Rate:

- \$26.20-27.80 per hour

Ready to Apply?

Interested applicants are invited to submit a resume and cover letter before 6:00 p.m. on **Tuesday, May 27, 2025**, to:

Anica Peter, Human Resources Manager
Municipality of Thames Centre
4305 Hamilton Rd.
Dorchester, ON, N0L 1G3
Email: apeter@thamescentre.on.ca

Please include “Parks and Facility Operator (Part-time)” in the subject line

The Municipality of Thames Centre is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

All applicants are thanked for their interest, but only those selected for an interview will be further contacted. Information gathered is under the authority of the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes.

