



Employment Opportunity Parks & Recreation Operator Full-Time Permanent Position

Expires: When Filled
Start Date: May 5, 2025

The Town of Rosthern is inviting applications for the position of Parks & Recreation Operator. This is a Full-Time Permanent position that reports to the Parks and Recreation Lead Hand. The candidate will be responsible for completing general labour tasks including upkeep of all Town-owned facilities, janitorial duties, maintenance of parks and green spaces and seasonal ice maintenance at the arena.

For a detailed job description visit: www.rosthern.com

REQUIRED EXPERIENCE & QUALIFICATIONS

- Grade 12 or equivalent.
- Must maintain a valid Saskatchewan Class 5 Drivers License.
- Criminal record check and a child abuse registry check are required.
- Standard First Aid and WHMIS training.
- Proficient in English, both written and verbal.
- Experience with operation and maintenance of equipment.
- Punctual, energetic and self-motivated individual.
- Able to work unsupervised.
- Demonstrated ability to operate small tools/equipment and light duty vehicles in a proficient manner.
- A practical knowledge of the operation, care and maintenance of hand tools and small equipment, of safe work practices under Occupational Health and Safety; and of basic mechanics is desirable.
- Demonstrated excellent interpersonal and communication skills with community user groups.
- Working knowledge of HVAC, arena refrigeration, and pool chemistry and filtration systems would be an asset.
- Demonstrated carpentry and/or plumbing skills are considered an asset.
- Knowledge of arena and park maintenance and basic care and maintenance of vehicles and equipment would be an asset.
- The following courses would be considered an asset: Arena Operator Level 1 and 2 Certification, Swimming Pool Operator's, Curling Ice Technicians, Ball Diamond maintenance.

The Town of Rosthern is an equal opportunity employer with an exceptional benefits package. Salary will be dependent upon qualifications and experience with salary range starting at \$21.33 per hour.

Interested applicants should submit their resume detailing qualifications, experience, training, and references to:

Cortney Larsen, CAO
Town of Rosthern
PO Box 416
Rosthern, SK S0K 3R0
Phone: (306)232-4826
Email: cao@rosthern.com

We thank all applicants, but only those chosen for an interview will be contacted.

POSITION TITLE: PARKS & RECREATION OPERATOR

REPORTS TO: Parks & Recreation Lead Hand

REPORTS: None

Date APPROVED: December 2021

Date REVISED: April 2025

PRIMARY DUTIES:

- 1) Operating vehicles, various parks and recreation equipment and small tools.
- 2) Keeping daily logs and usage records of vehicles and equipment.
- 3) Performing general maintenance and repair of vehicle and parks and recreation equipment including but not limited to:
 - a) daily inspections,
 - b) cleaning,
 - c) greasing, and
 - d) minor repairs.
- 4) Performing general labour, maintenance and repair on all municipal facilities and land including but not limited to:
 - a) Jubilee Sports Centre
 - i) cleaning and janitorial of all areas of the building,
 - ii) ice and snow removal by hand on the sidewalk and in front of all doors,
 - iii) operation of ice plant, including keeping of maintenance logs,
 - iv) operation of equipment needed to maintain ice surfaces, and
 - v) maintenance of heating systems.
 - b) Valley Aquatic Centre
 - i) start up and shut down of pool,
 - ii) pool chemistry,
 - iii) filter maintenance and
 - iv) building maintenance.
 - c) Town Shop
 - i) cleaning.
 - d) Playgrounds
 - i) garbage pick-up,
 - ii) grounds maintenance,
 - iii) playground inspections and reporting.
 - e) Parks & Green Spaces
 - i) grass cutting and trimming using grass whips, push mowers, riding mowers and tractor with pull behind mower,
 - ii) tree and plant maintenance, watering and pruning,
 - iii) tree planting and removal,
 - iv) ball diamonds operation and maintenance.

- f) Cemetery
 - i) assisting with digging graves,
 - ii) grounds and grass maintenance.
 - g) Other buildings
 - i) general maintenance.
- 5) Assisting with the set-up and clean-up of special functions.
 - 6) Ensuring all standards of Occupational Safety and Health are followed by:
 - a) Practicing and promoting safe working practices and conduct,
 - b) Following municipal policies, procedures and guidelines; established operational work plans; and directives provided by supervisor or designate.
 - c) Attending and participating in scheduled meetings (departmental or other) and all safety training, orientations, and ongoing training.
 - d) Ensuring the proper working condition of facility equipment and buildings and ensuring checklists are completed and communicates needed repairs and scheduled maintenance to the Supervisor.
 - 7) Maintaining effective, professional, courteous and respectful communications with supervisors, other staff, and the general public.
 - 8) Performing other duties as may be assigned including those related to public works and utility operations.

SPECIFICATIONS:

Experience & Qualifications

- 1) Grade 12 or equivalent.
- 2) Must maintain a valid Saskatchewan Class 5 Drivers License.
- 3) Criminal records check and a child abuse registry check are required.
- 4) Standard First Aid and WHMIS training.
- 5) Proficient in English, both written and verbal.
- 6) Experience with operation and maintenance of equipment.
- 7) Punctual, energetic and self-motivated individual.
- 8) Able to work unsupervised.
- 9) Demonstrated ability to operate small tools/equipment and light duty vehicles in a proficient manner.
- 10) A practical knowledge of the operation, care and maintenance of hand tools and small equipment, of safe work practices under Occupational Health and Safety; and of basic mechanics is desirable.
- 11) Demonstrated excellent interpersonal and communication skills with community user groups.
- 12) Working knowledge of HVAC, arena refrigeration, and pool chemistry and filtration systems would be an asset.
- 13) Demonstrated carpentry and/or plumbing skills are considered an asset.
- 14) Knowledge of arena and park maintenance and basic care and maintenance of vehicles and equipment would be an asset.
- 15) Arena Operator Level 1 and 2 Certification would be an asset.
- 16) Swimming Pool Operator's Course would be an asset.
- 17) Curling Ice Technicians Course would be an asset.
- 18) Ball Diamond maintenance experience would be an asset.

Accountability/Responsibility

Under the general direction of the Parks & Recreation Lead Hand, incumbents will be expected to perform their duties to a high standard and in accordance with all policies and procedures of the Town.

UNIQUE POSITION REQUIREMENTS

- 1) The position will involve working evenings and weekend shifts, especially during the arena season from October to March, and stat holidays as required.
- 2) Rotational on-call shifts over weekends and stat holidays as required.
- 3) Ability to deal effectively with complaints from the public and the skill to direct their concerns to a member of the municipal personnel who is best able to respond to the inquiry.
- 4) Ability to work independently and reliably.
- 5) Ability to work outdoors in varying weather conditions.
- 6) Ability to perform strenuous physical activities such as extensive walking, carrying, climbing and lifting of objects in all season weather conditions and working with heights.
- 7) Medical confirmation of ability to perform strenuous work in extreme outdoor weather conditions. These activities include heavy lifting, walking and carrying.
- 8) Ability to receive and comprehend instructions; work in a team environment; interact positively with supervisors, other staff, and the general public; as well as support and project values compatible with the organization.
- 9) Required to comply with Occupational Health and Safety risk minimization.

EQUIPMENT OPERATED OR USED:

- 1) Toolcats with snow blower and broom attachments
 - 2) Variety of tools such as hammer drills, gas grass whippers, small chainsaws, saws, and packers.
 - 3) Shovels and ice scrapers.
 - 4) Push mowers, riding mowers, tractor with pull behind mower.
 - 5) Ice resurfacer and ice maintenance tools.
 - 6) One ton, half ton and 3-ton trucks.
 - 7) Equipment such as sprayers, mowers, rototillers, chippers, pressure washers.
 - 8) Small engines, pumps etc.
 - 9) Cleaning equipment such as scrubbers, mops and brooms.
 - 10) Fall arrest and other safety equipment.
 - 11) Two-way radios.
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Incumbent

Chief Administrative Officer

Date