

MUNICIPALITY OF CENTRE HASTINGS

JOB DESCRIPTION September 2025

JOB TITLE: Parks, Recreation and Facilities Attendant

DEPARTMENT: Public Works

DIVISION: Parks, Recreation and Facilities

DIRECTLY RESPONSIBLE TO: Parks, Recreation and Facilities Supervisor

INDIRECTLY RESPONSIBLE TO: Director of Public Works

MAIN PURPOSE:

Reporting to the Parks, Recreation and Facilities Supervisor, the Parks, Recreation and Facilities Attendant is responsible for assisting in the implementation and maintenance of ongoing operations of the Madoc & District Recreation Centre (Madoc Arena) and all Parks, Recreation and Facilities within and operated by the Municipality of Centre Hastings.

KEY RESPONSIBILITIES:

- Performs garbage collection, indoor and outdoor maintenance duties and seasonal grass cutting and trimming
- Performs day-to-day maintenance activities of the Madoc & District Recreation Centre (Madoc Arena)
- Assist with scheduling facility rentals and accepting payments for user groups and the general public
- Assist with day-to-day operations of the parks, recreation, and facilities department throughout the Municipality of Centre Hastings to keep parks & facilities safe, clean and attractive according to municipal standards
- Ensure that all facility equipment and machinery is maintained and running safely according to the Ministry of Labour standards (i.e. all guarding in place and safe to operate)

- Demonstrate initiative in identifying and completing work tasks without direct instruction, including problem-solving when encountering obstacles.
- Provide on-site leadership to part-time and seasonal staff to ensure work is completed efficiently and collaboratively.
- Proactively identify, report, and follow through on all safety issues, including equipment and facility hazards
- Respond to any park or facility related emergencies or problems which may occur and complete the appropriate action and reports
- Respond effectively and efficiently to complaints of ratepayers and take appropriate action in the parks, recreation and facilities department as directed by the Supervisor in their absence
- Ensure accurate records are kept with regards to administrative information
- Promote good public relations giving the Municipality of Centre Hastings a positive public image through its parks & recreational services
- Performs all other related duties as assigned

EDUCATION/EXPERIENCE/SKILLS TRAINING:

- Must possess an Ontario Secondary School Diploma (OSSD)
- Possess Basic Arena Refrigeration or a “B” Certificate in Refrigeration, or willingness to obtain
- CIT – Certified Ice Technician designation is an asset
- Possess propane handling certificate
- Valid Ontario G class drivers’ license
- Demonstrated computer skills in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- A minimum of two (2) years’ work experience in a related field is an asset.
- Good Knowledge of the following:
 - Refrigeration, Ice making and maintenance
 - Ice Resurfacing operation and maintenance
 - Grounds keeping equipment operation and maintenance
 - Parks/Sports field management
 - Municipal Policies and Procedures
 - Minor repairs

Willing to attend job related training as directed by the Municipality.

KEY PERFORMANCE COMPETENCIES:

- Demonstrated ability to develop positive relationships with public, acting as a representative of rental facilities with openness and willingness to deal with customer requests.
- Demonstrated ability in conflict management skills to tactfully defuse emotionally charged situations with the public.
- Demonstrated ability to communicate effectively in writing and orally with fellow employees, the public and other external contacts.
- Demonstrated ability and confidence to prioritize workplace demands and tasks independently on own initiative.
- Demonstrated ability to work as a team member to attain stated goals and to effectively provide the best service available to public.
- Demonstrated ability to use mental and visual concentration to solve problems, interpret information, formulate ideas, and input data.
- Demonstrated ability to deal with frequent interruptions and changing deadlines while maintaining a high level of accuracy.
- Demonstrated ability to ensure the confidentiality of all corporate information and transactions are in accordance with the *Municipal Freedom of Information and Protection of Personal Privacy Act*.
- Demonstrated ability to act and work in accordance with established guidelines, follow standard policies, procedures, and legislation such as *Occupational Health and Safety Act*; *Accessibility for Ontarians with Disabilities Act (AODA)*, etc.

WORKING RELATIONSHIPS:

- Internal: Other Department Staff, Parks, Recreation and Facilities Supervisor and the Director of Public Works.
- External: Members of the Public, Contractors, etc.

WORKING CONDITIONS:

- Exposure to a variety of environments both indoor and outdoor. Occasionally exposed to hazards in refrigeration and mechanical spaces.
- Requires adequate physical condition to conduct various duties associated with recreation facility development and operation. This is a physically demanding position requiring the ability to lift, carry, and operate equipment, work outdoors in varying weather, and adapt to both arena and field environments.

- Must work flexible hours including early mornings, evenings, weekends, and Statutory holidays.
- May be required to work unusual hours in order to handle emergency situations.
- Normal stress associated with interactions in dealing with irate residents. Hostile situations can occur when dealing with the public and one is reminded to conduct themselves professionally.