

## TOWN OF OKOTOKS – JOB DESCRIPTION OVERVIEW

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| <b>JOB TITLE:</b><br><b>REPORTS TO:</b><br><b>BUSINESS UNIT:</b><br><b>DATE COMPLETED:</b>  | <b>Non-Permanent/Seasonal Labourer – Parks &amp; Recreation</b><br>Multiple<br>Multiple<br>February 2024 |
| <b>JOB SUMMARY:</b> <i>Provide up to four sentences describing the jobs core purpose.</i>   |  |
| Labourer roles are found in a number of business centres and are responsible for a wide range of indoor and outdoor manual labour tasks in all areas including: parks & recreation  |  |
| <b>KEY RESPONSIBILITIES:</b> <i>Provide a brief description of up to five major responsibilities and <u>approximate</u> percent of time dedicated to each (up to 4 sentences). NOTE: When there are multiple incumbents in a role, percentage of time spent in each responsibility area may vary.</i>   |  |
| <b>Parks:</b> Manual labour activities relating to parks maintenance including parks checks and general cleanup, litter and garbage, sports field maintenance, watering plant material, snow clearing, turf maintenance, sports field maintenance, cemetery operations, pathways maintenance, irrigation system maintenance and repair, landscape construction and general parks maintenance. Work independently & with minimal supervision. Operate vehicles & equipment in a safe and effective manner. Ensure work area and equipment are clean & general maintenance is performed. Other duties as assigned to facilitate events and emergency situations. Ad hoc projects as assigned & provide support to other business centres when required. |  |
| <b>Recreation Facilities:</b> Manual labour duties related to maintaining ice, equipment and indoor facilities. Provide customer services, including handling/taking complaints, crowd control, event set-up/tear-down, assistance to user groups and basic security. Work independently & with minimal supervision. Operate vehicles & equipment in a safe and effective manner. Ensure work area and equipment are clean & general maintenance is performed. Other duties as assigned to facilitate events and emergency situations. Ad hoc projects as assigned & provide support to other business centres when required.   |  |
| <b>EDUCATION:</b> <i>Provide <u>minimum</u> formal education required (degree, diploma, trade, etc.)</i>  |  |
| Equivalent to High School Education. Valid class 5 drivers' license. Ability to complete basic safety and equipment training, WHMIS, First Aid, CPR, other courses offered by OH&S.   |  |
| <b>EXPERIENCE:</b> <i>Provide <u>minimum</u> related years and type of experience required.</i>   |  |
| One or more years directly or indirectly related work experience representing continuous learning.  |  |
| <b>OTHER SKILLS &amp; COMPETENCIES:</b> <i>Provide other skills and competencies required.</i>  |  |
| Physical capacity to complete the work outlined above and in all weather conditions. Strong customer service skills.  |  |