

MUNICIPALITY OF THE DISTRICT OF WEST HANTS
PARKS & RECREATION DEPARTMENT
ST. CROIX PARK MAINTENANCE ASSISTANT
JOB DESCRIPTION

1. To upgrade the existing facilities through a regular maintenance program.
2. To ensure all equipment is inventoried and serviced properly.
3. To carry out field preparations, ie. Lining, leveling, mowing, raking etc.
4. To clear and/or trim brush as required.
5. To maintain facility entrance ie. weeding, raking, adding bark mulch etc.
6. To assist with the installation of the sound system and score clock if necessary.
7. To maintain accurate daily log of the work conducted.
8. To ensure all fields are prepared prior to all games - lined, dragged and raked, bases and pitcher mounds installed at proper distances.
9. To ensure dugouts are clean before and after each game.
10. To participate in training sessions provided ie. First Aid, WHMIS, Fire Extinguisher Training etc.
11. To maintain a good rapport with the users of the facility, the public and the community volunteers.
12. To ensure the garbage is collected daily.
13. To ensure that the facility is supervised prior to, during and after field rentals.
14. To work days, evenings & weekends as required and to assist with the field maintenance during tournaments and larger events held at the facility.
15. To ensure that damage or unsafe areas are reported to either the site supervisor or the Parks & Grounds Supervisor in a timely manner
16. Any other duties as assigned by the Parks & Grounds Superintendent or the Director of Parks & Recreation.

Qualification Requirements

Must have/be:

*can be obtained during training week

- Excellent organization and communication skills
- Experience working with the public
- Emergency First Aid and CPR*
- Fire Extinguisher Training *
- WHMIS Training *

Staff Supervision: The St. Croix Park Maintenance Assistant will be directly supervised by the St. Croix Park Supervisor, the Parks & Grounds Superintendent or the Director of Parks & Recreation.

Health & Safety: The Municipality of West Hants has an Occupational Health & Safety Program which employees are to follow. Summer staff that are not certified in Emergency First Aid, WHMIS and the proper use of a fire extinguisher will be trained. All maintenance staff will be trained by the Parks & Grounds Superintendent on the equipment that they will be required to use.

Equal Opportunity:

All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, political affiliation, disability or any other merit factor.