

MUNICIPALITY OF THE DISTRICT OF WEST HANTS
PARKS & RECREATION DEPARTMENT
ST. CROIX PARK SUPERVISOR
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 install the sound system and score clock.
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 ie. first aid, WHIMIS etc.
11. To maintain a good rapport with the users of the facility and 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. Any other duties as assigned by the Parks & Grounds Superintendent or the Parks & Recreation Director.

Qualification Requirements

Must have/be:

*can be obtained during staff training

- 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 Supervisor will be directly supervised primarily by the Parks & Grounds Superintendent with assistance from the Parks & Recreation Director as needed.

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.