

# Town of Nipawin, Semi-Skilled Labourer – Temporary Position



Reporting to the Director of Parks and Recreation under the direct Supervision of the Arena/Facilities Foreman, the Semi-Skilled Labourer will perform duties as required in the following areas:

Duties will be general in nature as required within the Parks and Recreation Department.

Wearing “CSA Approved” footwear at all times is a condition of employment and will be the responsibility of the employee to purchase.

## ARENA DUTIES:

Under the general direction and supervision of the Director of Parks & Recreation and immediate supervision and direction of the Arena Foreman personnel, shall perform all such duties for the efficient care, maintenance and operation of the arenas and all equipment, machinery, fixtures and appliances therein or thereon, and as per skilled or non-skilled classifications as outlined in the Town of Nipawin/CUPE Local No. 777-01 Agreement. Arena work hours includes shift work: days, evenings, and weekends.

### 1. ICE MAINTENANCE:

- Prepare the surface for making ice.
- Make ice.
- Scrape and flood ice daily as required.
- Level, repair, and maintain ice as required.
- Monitoring of the ice making plant.
- Operation and maintenance of the ice maintenance machine.
- General maintenance requirements of ice plant.

### 2. SUPERVISION:

- Be responsible for all areas of the arena.
- Be on duty during all hours of operation.
- Enforce all rules and regulations.
- Maintaining good order and discipline in all public access areas, work effectively and co-operatively with the public and user groups, and maintain good public relations.

### 3. GENERAL CARETAKING:

- Clean all areas, including washrooms.
- Wash/clean lobby floors, windows and plexiglass.
- Keep office in a clean orderly condition.
- Clean dressing rooms regularly during tournaments.
- Keep walks, steps, and emergency exits free of snow, ice, or obstruction. Pick up garbage in parking lot.

### 4. GENERAL MAINTENANCE:

- Maintain supplies for washrooms, etc.
- Ensure all fixtures, etc. are in working order.
- Be responsible for minor repairs and maintenance of building and equipment as required.
- Operation and maintenance of heating plants.

### 5. RECORD KEEPING DUTIES:

- Record all ice usage and collect from renters where applicable.
- Submit requests for janitorial supplies, etc. to the Arena Foreman.
- Maintain control over the keys to the dressing rooms and shall keep a record of all dressing room users and shall be responsible to retrieve the keys from the said dressing room users at the end of the usage.

- Refer all scheduling requests to the Parks/Arena Foreman who shall be totally responsible for dealing with the same.
- Ice Plant, Zamboni records as required.

6. HOURS OF ATTENDANCE:

- Punctual for scheduled shifts.
- Ensure that all persons vacate the facility before closing, allowing adequate time for dispersal of patrons, players, workers, etc.

**PARKS DUTIES:**

Under the general direction of the Director of Parks & Recreation and direct supervision of the Parks Foreman, Parks staff shall be responsible for the maintenance and upkeep of Town-owned parks, cemeteries, playgrounds, and boulevards, as well as playfields and other facilities as directed, and as per skilled or non-skilled classifications outlined in the Town of Nipawin/CUPE Local 777-01 Agreement.

General duties include (but are not limited to):

- Turf maintenance (cutting, fertilizing, irrigation, weed control);
- Tree maintenance (pruning, spraying, staking, etc.)
- Grounds maintenance (flowers, ball diamonds, litter, park amenities such as tables, benches, etc.)
- General equipment maintenance.
- Building/structures maintenance (play equipment, fencing, arena off-season repairs, pool, etc.)
- Swimming pool start up and shut down, general preparation duties.

**POOL DUTIES:**

Under the general direction of the Director of Parks & Recreation and direct supervision of the Parks Foreman, Pool Maintenance staff shall be responsible for the maintenance and upkeep of the swimming pool. This position is required to have a Pool Operator's Level 1 & 2 Certificate.

General duties include (but are not limited to):

- Pool maintenance (adding chemicals, vacuuming the pool, etc);
- Building maintenance (showers and toilets, ensure all fixtures are working, plumbing and electrical etc.)
- Equipment maintenance (boilers, pumps, heaters, etc.)
- Swimming pool start up and shut down, general preparation duties.
- Daily Tarp removal and water tests and turf maintenance

**WAGES:**

Wage Range: As per union contract, July 2017  
 Semi Skilled: \$20.88-26.37  
 Skilled: \$21.97-27.78 (Possess Refrigeration & Pool Operator's Certificate)

**DRIVER'S LICENCE:** Must have current Class 5 Driver's License

**POLICE CHECK:** The successful candidate will be required to complete a Police Record Check (working with vulnerable persons) prior to commencement of employment.

**SUBMISSION OF APPLICATIONS/RESUMES**

Applications/Resumes for all of the positions described above will be accepted by the undersigned up to **Friday, June 30, 2018**. (Only those considered for employment will be contacted).

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