



## **Parks & Recreation Recreation Operator/Labourer**

### **JOB SUMMARY:**

The Municipality of Eastern Charlotte has an opening within its Department of Parks & Recreation for one (1) full-time Recreation Operator/Labourer

A Recreation Labourer/Operator works as part of a team and provides recreation services to the larger Eastern Charlotte and its residents. These services include the operation and maintenance of the Eastern Charlotte Recreation Complex in Blacks Harbour, a Splash Pad in St. George, as well as Canal Beach, 2-3 baseball fields, tennis & pickleball courts, 2 outdoor basketball court, skate park, 4-5 playgrounds, 2 community gardens and walking trails throughout Eastern Charlotte.

### **LOCATION/BASE:**

Eastern Charlotte Recreation Complex (Blacks Harbour)

### **IMMEDIATE SUPERVISOR:**

Parks & Recreation Foreman

### **STATUS/HOURS:**

Monday-Friday, 8:00-4:30pm

Shift Work in Winter/Arena Schedule

Overtime as required.

### **KEY DUTIES & RESPONSIBILITIES:**

- Responsible for conducting general maintenance functions
- Operation and maintenance of Arena & ice surface, within an ice plant
- Cutting grass on sports fields
- Cutting, trimming and chipping trees
- Equipment repair and maintenance
- Directing traffic & Event management
- Work in compliance with all Occupational Health and Safety and Workplace Hazardous Materials Information System regulations
- Other duties as assigned

➤ **Arena Operations**

- Annual start-up and shut-down of ice plant
- Regular maintenance of ice plant; flooding of ice surface and ice removal
- Monitoring of plant functions, record-keeping and log maintenance
- User scheduling, as requested
- Daily inspection of electrical room and plant room, ice surface, glass and building for problems and/or hazards and maintain building in clean condition
- Visual inspections of inside and outside areas, including parking lot, to ensure hazards do not exist
- Reporting identified problems and/or hazards to the Foreman in a timely manner.
- Painting & general repairs (wood, metal)
- Assist Foreman in ordering supplies & booking inspections
- Maintenance & cleaning of Eastern Charlotte Recreation Complex activity area & upstairs

➤ **Recreation Operations**

- Maintain and repair municipal baseball & sports fields
- Canal Beach - maintenance & repair
- Splash Pad - maintenance & repair
- Maintain and repair municipal parks
- User scheduling, as required

**QUALIFICATIONS:**

- Grade 12 diploma or equivalent
- Working knowledge of the operation of a variety of trucks, yard equipment
- 2 to 4 years' experience in sports and recreation maintenance and/or programming
- A valid New Brunswick Driver's License (Class 5) is required; an airbrake endorsement (Class 5e) would be considered an asset

**ADDITIONAL SKILLS**

- Strong communication skills
- Ability to deal with the public and respond to inquiries in a tactful and courteous manner
- Working knowledge of sports/recreation play areas (baseball fields, ice hockey arena, etc.)
- Basic knowledge of computers/technology
- Working knowledge of all Occupational Health and Safety and Workplace Hazardous Materials Information System regulations
- Ability to work independently with minimal supervision
- Certification in Arena Maintenance would be considered an asset
- Willingness to complete the East Coast Arena Training (ECAT) and Turf Management and Maintenance Course via Recreation NB

**EQUIPMENT, MACHINES AND TOOLS USED:**

Trucks (tandem, single axle), Zamboni, watering truck, commercial trimmer, chainsaw, woodchipper, generator, pumps and hand tools

**COMPENSATION**

The salary range for this position is \$29-30 per hour plus...

- Health & Dental Benefits
- NB Municipal Retirement Pension Plan

This position would be part of a Union Collective Agreement (CUPE Local 2818)

OPEN: 23 May 2025 | CLOSE: 13 June 2025

INTERAL: 2 weeks

PUBLIC: 04 July 2025