

THE TOWN OF ANTIGONISH

Town of Antigonish Department of Recreation and Special Events:

Spring/Summer Maintenance Staff

Antigonish Town Recreation is dedicated to providing sport, recreation and leisure activities for the citizens of Antigonish. The department concentrates on maximizing the Town's existing assets as well as building on its proud heritage and culture. To achieve their vision and with the available resources, the department will provide programs, services, facilities, plus advice and assistance to individuals, community groups and organizations.

Applications are being accepted for the position **Spring/Summer Maintenance Staff**. Staff will be responsible for the general up-keep of Town Recreation/Public green-space areas as well as other duties as outlined below. Will report directly to the Maintenance Supervisor. Period of employment is April 30th, 2018 until August 31st, 2018.

Interested candidates submit your resume along with an accompanying cover letter by 12 noon, Friday April 6th, 2018, to:

Tricia Cameron at tcameron@townofantigonish.ca

We thank all candidates for their interest however only those under consideration will be contacted.

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Position: Spring/Summer Maintenance

Status: Seasonal, Full-time

Department: Department of Recreation and Special Events

Reports to: Antigonish Town Recreation Director

Location: Town of Antigonish

Pay Scale: \$10.85/Hour

Date of Description: March 14th, 2018

General Summary

Staff will be responsible for the general up-keep of Town Recreation/Public green-space areas as well as other duties as outlined below. Will report directly to the Maintenance Supervisor. Period of employment is April 30th, 2018 until August 31st, 2018.

Reporting Relationships

Reports directly to the Maintenance Supervisor

Key Working Relationships

Internal: Must maintain a good working relationship with all other Town Departments;

External: Must maintain a good working relationship with the general public.

Responsibilities/Accountabilities

- To assist the Maintenance Supervisor with the Annual Spring clean-up;
- To assist the Maintenance Supervisor with Sports field up-keep. Ie. Mowing, aeration, fertilization, overseeding, lining etc;
- To provide maintenance to all Recreation areas when necessary ie. Garbage pick-up, mowing of grass in playground/park/walkway areas;

- To provide maintenance to any Town green spaces;
- To provide assistance to Field users or event organizers when requested;
- Other duties as deemed necessary.

Qualifications/Competencies

- Flexibility: Individuals must be flexible in their work hours as well as being flexible in accepting tasks assigned other than specific job description duties;
- Accepts supervision and works well with immediate supervisor;
- Maintains a friendly and helpful attitude towards the general public;
- Works safely within the Town's safety guidelines;
- Exercises respect for Town property.

Working Conditions and Physical Environment

Candidates will typically be working outside maintaining Town owned facilities.

Special Requirements

- Must possess a current First Aid and WHIMIS certificate;
- Must have a valid drivers license;
- Must be able to operate farm machinery and have some basic knowledge of Horticulture;
- Must be attending a Secondary Education facility.