



JOB DESCRIPTION

CITY OF
ST. CATHARINES

		Employee Group	CUPE Local 150
Job Title	Parks Operator I	Pay Group	3
Department	Transportation and Environmental Services (TES) Recreation and Community Services (RCS)	Division	TES Operations RCS Operations
Supervised By	Foreman III	Directs	Truck Driver (20,000 GVW and under), Labourer

SUMMARY OF DUTIES:

To assist with the general horticulture / turf maintenance within the Corporation and to assist in the general upkeep of city-owned sports parks and green space.

DUTIES AND RESPONSIBILITIES:


(These set out the principal functions of the position, and shall not be considered as a detailed description of all the work requirements.)

1. Operate equipment and vehicles to support the maintenance of Municipal parks and green space, sample tasks include but are not limited to:
 - a. Lawn maintenance activities both around Municipal buildings and open green space;
 - b. Trim and edge along walkways, trails, flower beds and parking lots;
 - c. Measure, line and groom sports fields to industry standards;
 - d. Pick up and transport workers, parts, material, equipment and trailers as required.
2. Preventative maintenance on and basic repairs to park equipment and facilities, sample tasks include but are not limited to:
 - a. Lubricate, add fuel and add water to equipment;
 - b. Lap and sharpen hand mowers, triplexes and flails;
 - c. Repair and paint equipment and facilities, such as fences, gates and bleachers.
3. General labour duties such as litter pick up, dig ditches to repair or lay drainage pipe, rake leaves, lay sod and other general property maintenance as required.
4. Provide functional leadership of others in small groups to perform various general labour duties.
5. Ensure security of facility: unlocking, locking, operating alarm systems and liaise with alarm companies when necessary.
6. Ensure equipment is safe to operate, securely stored and practice good housekeeping of vehicle and work area.
7. Provide excellent customer service; respond to needs of all customers and staff as required.

8. Efficiently and accurately complete paperwork (e.g. daily performance logs, time sheets and accident reports).
9. Perform other similar and related duties as required.

POSITION REQUIREMENTS:

- Grade 12 Diploma or General Educational Development (GED) Certificate.
- Valid - Standard First Aid / CPR C Certification as recognized through the Workplace Safety and Insurance Board (WSIB).
- Valid, unrestricted Class "G" driver's licence held in good standing. "DZ" licence preferred.
- Formal training and experience with the Occupational Health and Safety Act in particular as it relates to maintenance and construction activities (e.g. Personal Protective Equipment (PPE), fall arrest, trench safety).
- A demonstrated commitment to enhancing a safety culture. Knowledge of City of St. Catharines safety policies preferred.
- Demonstrated knowledge of the Ontario Traffic Manual with emphasis on Book 7 preferred. Ability to safely set up traffic control in work zones during roadway or utility construction and maintenance operations.
- Ability to meet the physical demands of the job as described in the physical demands analysis (PDA).
- Availability to work flexible hours (e.g. working shifts for a 7 day, 24 hour operation, overtime, winter control).
- Effective time management skills and attention to detail with the ability to organize work to meet deadlines, multi-task and work independently in situations with minimal supervision.
- Exceptional customer service skills with a strong sense of public service and cooperation, and well developed abilities to deal with the public and citizens' groups.
- Basic computer skills, experience with Microsoft Office Suite an asset.

Approved by: 

Director of Recreation and Community Services or
Director of Transportation and Environmental Services

Oct. 18 / 13.
Date

Acknowledged by: 

Assistant Director of CSS / HR Management

OCT 28 / 13
Date

Revised August 14, 2013