

Community Services Operator -Temporary

This Temporary position is based upon the Community Services Operator 3 as per Policy Appendix A.4.2 with the Town of Hanna.

Responsible to:	Director of Community Services Community Services Operator 1 - Foreman Community Services Operator 2 - Lead Hand
Subordinate Positions:	Seasonal Community Services Staff
Summary of Functions:	Operation of Parks & Recreation Facilities
Status	Full Time - 40 hours / week

The Recreation & Parks division of Community Services is responsible for maintenance of recreation facilities, equipment, parks, green areas for the delivery of recreation programs, both directly and indirectly, for all ages.

Task & Description

- Maintain all recreation facilities, parks, green areas and equipment in reasonable condition within acceptable Town standards.
- Respond promptly and properly to all requests, inquiries or complaints by the public.
- Supervision of Staff
 - Supervise and train seasonal staff within personnel policies.
 - Ensures that safety procedures and standards are followed by personnel throughout the department
- Recreation Facilities
 - Operate and service a wide variety of equipment including mowers, tractors, ice resurfacer, condensers, compressors, etc.
 - Use all types of hand tools. (Manual or powered, skilled or non-skilled.)
 - Perform scheduled maintenance of facilities and equipment (start up & shut down, cleaning, stocking, repairs and maintenance, etc.)
 - Perform scheduled maintenance of parks & green areas (weed spraying, cutting, ordering plants, planting, painting, etc.)
 - Co-ordinate the use of Town equipment for maintenance
 - Keep facilities clean and maintained as necessary. Facilities include, but are not limited to:
 - Youth Club building





- Tourist Information Booth
- Swimming Pools
- Arena & Curling Rink
- Parks Shop
- Ball Diamonds
- Parks & Green Areas including:
- Hanna Cemetery
- Fox Lake Park
- Museum Trailer Park

Performs other related tasks as may be requested by the Chief Administrative Officer, Director of Community Services or Community Services Operator 1 - Foreman.

The duties listed above are to be used as a guide. The Temporary Community Services Operator is expected to use common sense and initiative in all aspects of the job.

November 12, 2020

