

**THE TOWNSHIP OF CRAMAHE INVITES APPLICATIONS FOR THE
POSITION OF
OPERATIONS ATTENDANT
IN THE PARKS AND RECREATION DEPARTMENT**

The Corporation of the Township of Cramahe has an opening for a Full-Time Operations Attendant in the Parks and Recreation Department.

Reporting to the Operations Manager and the Parks & Recreation Foreman this position is responsible for Facility Operations, maintenance, cleaning, ensure programs/events run as scheduled; responsible for the security and safety of the facility and its patrons.

Job Requirements:

- Secondary School Diploma
- ORFA courses with ice and parks
- Experience using an ice resurfacer, edger and various power/hand tools is required
- Current certification in First Aid and CPR training is required.
- A valid Class G Ontario driver's license
- Ability to work independently or as a member of a team
- Strong customer service, organizational and decision making skills
- Ability to perform all work activities of this physical active position including heavy lifting.
- Able to work weekends, rotating shifts, afternoons, holidays and possible short-notice call-in shifts.
- Experience in operating parks equipment such as; trucks/trailers, mowers, trimmers, ball groomer
- **Satisfactory Criminal Reference Check is required.**

Responsibilities:

- Operate the ice resurfacer and other specialized equipment, including ice edger, power tools, cleaning equipment and various grounds equipment.
- Perform general cleaning and maintenance duties at The Keeler Centre, Parks and other municipal properties. Maintain sports fields, parks and other municipal properties
- Be responsible for securing building(s) and follow the lock up procedures, processes and policies.
- At times, will provide supervision to seasonal staff.
- Adhere to the Collective Agreement (CUPE)
- Assist with set-up and take down of various events
- Assist with all other duties as assigned.

Your success in this role is dependent on your ability to work effectively under limited supervision and requires you to exercise sound independent action and judgment with user groups and the public.

Salary: Grade 4 of the Collective Agreement (\$17.26 – \$20.62 per hour)
A complete job description is available at www.cramahe.ca

Qualified applicants are invited to submit a resume no later than **12:00 p.m., Friday, September 22, 2017.**

Please send resumes marked “**Application: Full-Time Operations Attendant**” no later than 12:00 pm on Friday, September 22, 2017 to the following address:

Jeff Hoskin, Manager of Operations
Township of Cramahe
1 Toronto Street
P.O. Box 357
Colborne, ON K0K 1S0

Or electronically to: jhoskin@cramahetownship.ca