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## THE CORPORATION OF THE TOWNSHIP OF ESSA

### POSITION DESCRIPTION

#### RECREATION FACILITIES STUDENT

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**POSITION:** Recreation Facilities Student

**DEPARTMENT:** Parks & Recreation

**REPORTS TO:** Parks and Facilities Supervisor

#### **POSITION DETAILS:**

**Position Status:** Casual

**Pay Method:** Hourly

**Normal Work Week:** Full-time or Part-time, as scheduled, depending on the season

**Overtime Status:** Paid at 1½ times the regular hourly rate after working 88 hours each bi-weekly period

#### **PURPOSE and SCOPE:**

The Recreation Facilities Student is responsible for providing operational and maintenance services for the Township arenas, parks, open space blocks, trails, sports fields and other facilities and will assist the Parks and Facilities Supervisor(s) and/or the Manager of Parks & Recreation, when required.

#### **SPECIFIC DUTIES:**

##### **Arena and Other Facility Duties:**

1. Reviews assignments and schedules for maintenance and use of facilities at the start of each day/shift.
2. Assists in keeping the arenas and outdoor pads maintained in a safe, clean and attractive condition.
3. Assists in the maintenance of the arena meeting rooms, hallways, banquet facilities, gymnasium and washrooms/change rooms to prepare for rentals if required.
4. Implements safety procedures to ensure public safety at the arena and eliminates any suspected safety hazards. Submits reports to the Parks and Facilities Supervisor.
5. Provides general assistance with the daily ice surface maintenance as required.
6. Ensures that fire access routes, sidewalks and parking lots around the arena or other facilities are kept clean and properly repaired.
7. Assists with the regular checks of refrigeration plant and records findings in logbook. All problems or unusual sounds or odours are to be reported to the Parks and Facilities Supervisor(s) for investigation.
8. Works to achieve good relations with users and the public to encourage proper use of the arena.
9. Provides information and assistance as required.
10. Undertakes special projects and performs other related duties as assigned.

## **Parks Duties:**

1. May be required to assist with the weekly parks and sports fields inspections. Weekly inspections take place from the beginning of April to the end of October.
2. May be required to maintain parks, open space blocks and parkland facilities in a healthy and attractive condition.
3. Provides assistant coverage for emergencies, holidays or sick days to Recreation Facility Operator(s).
4. Shall be required to perform labour intensive tasks such as, but not limited to, sweeping, raking, shoveling, tree removal, sign installation, Parks equipment repairs and installation, lifting, bending, basic maintenance of equipment, picking up and disposing of wastes from Township owned properties, dead animals, washing of equipment, basic carpentry, basic plumbing, basic mechanical, landscaping and weeding.
5. Cutting and trimming of grass, removal of garbage and generally keeping all parks, sports fields, open space blocks, trails and Township properties in an attractive, clean, safe and healthy condition.
6. May be required to assist in ensuring that assigned vehicles, tractors and attachments, cutting and trimming equipment, small tools and power tools are maintained in safe operating condition.
7. Responsible for keeping the workplace in a clean, orderly and hazard-free manner including assigned vehicles and equipment.

## **HEALTH AND SAFETY:**

- Learning, understanding, and practicing standard operating procedures.
- Be familiar with and comply with the provisions of the *Occupational Health & Safety Act* and Regulations and the Township's Health and Safety Policies and Procedures.
- Taking every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- Reporting unsafe acts or conditions to their Supervisor, Health and Safety Committee, or Health and Safety Representative.
- Reporting any occupational injury or illness immediately to their Supervisor.
- Use of personal protective equipment, where required.
- Report contraventions of the *Occupational Health and Safety Act* or Regulations to their supervisor and/or Manager of Parks & Recreation.

## **FINANCIAL RESOURCES**

- Not responsible for the preparation of operation budget or for the acquisition of funds but may be responsible for the collection of public skating, shinny hockey and/or other walk-in rental fees according to established policies.

## **MATERIAL RESOURCES**

- Ensures that equipment and machinery operates effectively. Performs regular maintenance and repairs to equipment (within capability) or recommends to the Parks and Facilities Supervisor(s) the use of appropriate trade's people.
- Operational use of Township vehicles.

## **SKILL & EFFORT - Knowledge**

- Technical and mechanical knowledge of required equipment.
- Knowledge of safety practices as required by the *Occupational Health and Safety Act* and Regulations.
- Excellent communication/public relation skills to deal with the public, user groups and staff.
- Excellent organizational skills to prioritize workload and maintain accurate records.
- Experience in general building maintenance.
- Class "G" driver's license, or minimum of valid "G2".
- Certification in First Aid/CPR, AED and WHMIS an asset.
- Chain saw certification is preferred and considered an asset.

## **SKILL & EFFORT - Physical**

- Manual dexterity to operate small hand tools/small power tools.
- Excellent physical condition with the ability to handle physical demands and operate machinery on a daily basis plus lift weight in accordance with the *Occupational Health and Safety Act*.
- Stamina to walk through parklands/facilities in order to perform inspections when necessary.
- Able to drive a motorized vehicle (car, truck, tractor, lawn mower, van).

## **INTERPERSONAL SKILLS**

- **Internal** - Ability to interact pleasantly and effectively with staff members.
- **External** - Ability to interact pleasantly and effectively with volunteer committees, residents of Essa, user groups and miscellaneous agencies. Communicate effectively with trades people to coordinate any work requirements as authorized.

## **WORKING CONDITIONS**

### **1. Physical Environment (nature of physical environment, exposure to hazards/risk of injury):**

- Work outdoors, arenas, parks, halls and other places of business.
- Exposure to physical hazards and inclement weather conditions such as dirt, dust, sun exposure, extreme heat and cold, noise, vehicle exhaust fumes, wet weather conditions, odours, etc.
- Exposure to vehicular hazards. This position requires a high level of alertness, awareness of the surroundings and exercise of extreme caution when working around vehicular traffic.
- Exposure to foul-smelling odors and biological hazards when picking up roadside garbage and dead animals.
- Exposure to fuel and chemicals, such as diesel fuel, grease, etc. that may be harmful to clothing and skin.
- Exposure to noxious weeds such as poison ivy and giant hog weed which may be harmful to skin and health.
- May occasionally require lifting or moving of heavy objects.
- This position requires mental and visual concentration while working with equipment and chemicals, etc.

### **2. Mental Environment (frequency of interruptions, contact with public, deadlines, control of work schedule):**

- Interruptions by public, by phone and/or in person.

- Contact with the public can include conflict and verbal abuse.
- Generally works day, night and weekend shifts.

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. The Township of Essa reserves the right to amend this position description at any time provided that such changes do not represent a substantial change in the purpose or nature of the position.

Dec. 2025

**ACKNOWLEDGEMENT:**

*I hereby acknowledge and confirm that the above duties and responsibilities are generally the main duties and responsibilities that are performed in this position and that I shall comply with such duties and responsibilities to the best of my abilities.*

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Signature of Employee

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Print name

Position Description approved by:

\_\_\_\_\_  
Michael Mikael, P. Eng, CAO

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Date