

Under the general direction and supervision of the Director of Parks & Recreation and immediate supervision and direction of the Parks & Recreation Foreperson, personnel, shall perform all such duties for the efficient care, maintenance and operation of the arenas, town owned facilities, pool, parks, green spaces, and all equipment, machinery, fixtures and appliances therein or thereon, and as per skilled or non-skilled classifications as outlined in the Town of Nipawin/CUPE Local No. 777-01 Agreement. Work hours includes shift work: early mornings, days, evenings, and weekends. The employee is responsible to adhere to all policies and best practices including, but not limited to, the Town of Nipawin Health and Safety Management System.

1. ARENA & POOL MAINTENANCE:

- Prepare the surface for making ice
- Make ice, install lines, Scrape, flood, & pebble ice daily as required
- Level, repair, and maintain ice as required
- Monitoring of the ice making plant
- Operation and maintenance of the ice maintenance Equipment
- General maintenance requirements of ice plant
- Ability to obtain refrigeration license
- Ability to obtain arena Level 2 operators' course
- Ability to obtain pool operator's certificate
- Monitor pool equipment and chemicals

2. EVERGREEN & ARENA SUPERVISION:

- Be responsible for all areas of the Nipawin Evergreen Centre
- Be responsible for all areas of both arenas
- Be on duty during all hours of operation
- Enforce all rules and regulations
- Maintain good order and discipline in all public access areas, work effectively and co-operatively with the public and user groups, and maintain good public relations.

3. GENERAL MAINTENANCE:

- Maintain supplies tools and equipment
- Ensure all fixtures, etc. are in working order
- Be responsible for minor repairs and maintenance of building and equipment as required, including electrical and plumbing
- Operation and maintenance of heating plants, boiler, and refrigeration
- Lawn maintenance (cutting, fertilizing, irrigation, weed control)
- Tree maintenance (pruning, spraying, staking, etc.)
- Grounds maintenance (flowers, litter, amenities such as tables, benches, etc.)
- General equipment maintenance
- Plumbing and Electrical experience
- Building/structures maintenance
- Availability to work at any place assigned within Parks and Recreation department
- Restaurant building and equipment maintenance
- Parks, trails, and green space maintenance and upkeep
- Cemetery upkeep & maintenance
- Concrete work

4. RECORD KEEPING DUTIES:

- Record all ice usage and collect from renters where applicable.
- Submit requests for janitorial supplies, tools, parts etc. to supervisor.
- Refer all scheduling requests to supervisor who shall be totally responsible for dealing with the same.
- Ice Plant & pool maintenance, service and inventory records as required.

The incumbent must be available to work at any place assigned within the Parks and Recreation department. The incumbent must be available to work shift work shifts such as: 4 am – 12 pm, 7 am – 5 pm, and 2 pm – 12 am. Some weekend work is a requirement, depending on the season.

“CSA Approved” footwear is a condition of employment and will be responsibility of the employee to purchase.

Ability to operate small tools and mobile equipment such as snow blower, skid steer, and loader is a necessity.

WAGES: \$23.80 - \$30.03 as per CUPE 777-01 wage scale

BENEFITS: Extended Health, Dental, Group Life & AD&D, Short- & Long-Term disability as per CUPE 777-01 and Town policy. Union Dues - .85%.

SICK: accumulate 1 ¼ days per month

PENSION: 9% Matched by the Town of Nipawin

VACATION: Begin with three (3) weeks, ability to use accrued vacation as it is earned

DRIVER’S LICENCE: Must have valid Class 5 Driver’s License

POLICE CHECK: The successful candidate will be required to complete a Police Record Check prior to commencement of employment.

SUBMISSION OF APPLICATIONS/RESUMES

Applications/Resumes for all of the positions described above will be accepted by the undersigned up to **April 19th, 2022, 12:00 p.m.**

Chelsea Turcotte, Finance & Human Resources Officer
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