



Position: Crowe Bridge Park Attendant
Department: Parks/Recreation and Facilities
Reports to: Parks and Recreation Leadhand and Manager of Parks and Facilities

Position Summary:

To provide park admission duties, general maintenance, support and assistance to the Recreation Department in the care and upkeep of parks, greenspaces and along roadways in the Municipality of Trent Hills.

Knowledge of:

- Basic property and parks maintenance practices and procedures;
- Customer relations skills;
- Cash handling experience;
- Safe operation of small hand tools, push lawn mowers and ride-on mowing equipment;
- Maintenance of flower beds;
- Litter and debris pick-up;
- Special Events occurring in the Municipality.

Skills:

- Ability to communicate courteously and effectively with co-workers and the general public;
- Ability to work outdoors and in variable weather conditions;
- Ability to process cash/credit card/debit card transactions;
- Ability to clean and maintain the workplace
- Ability to work in a remote park with moving water and sensitive natural environment;
- Ability to work with others and independently;
- Ability to work on own initiative;
- Ability to operate small hand tools;
- Ability to operate push lawn mowers and ride-on lawn mowing equipment;
- Ability to operate a weed trimmer;
- Ability to perform general maintenance and upkeep of small hand tools, weed trimmers, push lawnmowers and ride-on lawn mowing equipment; and
- Ability to lift heavy objects.

Duties and Key Responsibilities:

- Greeting people entering the park and collecting fees;
- Direct the public on parking requirements and locations;
- Communicating and educating the public on the rules of the park;
- Garbage collection;
- Accurate record keeping and documentation
- Lawn maintenance including aerating, top dressing, grass cutting, and weed trimming;
- Flowerbed maintenance including rote-a-tilling, removing debris and weeds from soil, flower planting, weeding, deadheading and watering;
- Picnic table and garbage can maintenance;
- Pruning trees and shrubbery;
- Assist in community special events (includes set-up and take down of equipment as well as working during events);
- Upkeep of all Municipal parks;
- Respond to public inquiries courteously and efficiently;
- Follow COVID-19 policies and procedures; and
- Other duties as assigned.

Qualifications/Minimum Requirements:

- Full-time enrollment at an educational institution during preceding academic year;
- Will be returning to full-time enrollment at an educational institution for upcoming academic year;
- Valid Class G License with a clean abstract;
- Incumbent to provide own CSA approved safety footwear; and
- Demonstrated public relations experience

Desirable Qualifications:

- First Aid and CPR certification.

Acknowledgement

Employee Signature: _____

Date: _____