



The Corporation of the Town of Petrolia  
is seeking a

**PARKS AND RECREATION STAFF  
(Permanent, Part-Time)**

Reporting to the Arena and Parks Manager, the Parks and Recreation Staff assists with safe, efficient, and comprehensive facilities operations with maintenance of the recreation facilities, related equipment, parks, and arena. The Parks and Recreation Staff provides a positive environment for all users by providing customer service to the public and by detailed provision of maintenance and housekeeping duties inside and outside Town parks, sports fields, and arena to ensure ready and respectable for public use.

<b>Location</b>	Parks, Recreation & Facilities
<b>Employee Group</b>	Union (CUPE Local 2393)
<b>Status</b>	Permanent, Part Time – up to 24 hrs/wk
<b>Wage</b>	\$17.85/hr

**Key Responsibilities:**

- To keep parks, open spaces, and outdoor amenities safe, clean and accessible.
- Prepare all park related functions booked in Bridgeview Park, Victoria Park, and Greenwood Park.
- Maintain clean washrooms and remove trash from all areas.
- Care for lawns and turf through regular maintenance.
- Soil management: prepare, maintain plants and flower beds and displays.
- Clean and maintain all park furniture and fixtures.
- Set up / take down for special events and permit holders.
- Safe operation of tools, equipment and vehicles.
- Perform manual labour support for special events, and field/diamond bookings.
- Perform operational and maintenance services for the Greenwood Recreation Centre including ice surface maintenance, assisting in flooding of ice surface, cleaning and filling ice resurfacers.
- Perform manual labour support for special events, hockey games and tournaments, and public skating events including set up and takedown of halls.
- Responsible for maintaining washrooms and dressing rooms, and associated areas including cleaning, disinfecting, removing garbage and replenishing supplies of toilet paper, soap, etc.
- Perform general maintenance duties in town facilities such as painting, replacing bulbs, etc.
- Respond to routine inquiries related to the use of recreational facilities.
- Responsible to provide customer service and public relations to members of the public and user groups with clear and courteous communication while always maintaining a positive and professional manner.
- Other duties as assigned and permitted through the collective agreement.

**Skills and Requirements:**

- Demonstrated ability to properly operate machinery; lawn maintenance, landscaping equipment etc.
- Hold a Valid "G2" Driver's Licence.
- Abide and maintain clean and safe working conditions as per the regulations of the Ministry of Health, Ministry of Labour, and the Occupational Health and Safety Act.
- Capacity to work independently, self-motivated and as a team.
- Ability to work in a variety of weather conditions.
- Properly operate motorized equipment.
- Ability to problem solve and adapt for potential challenges and obstacles.
- Excellent communication and public relations skills.

Full Job Description can be requested from Jess Smith at 411 Greenfield Street  
Resumes to be submitted in confidence no later than **12 noon on Friday September 27, 2024.**

Resumes clearly marked "Parks & Rec Staff – Part-Time" to be directed to:

Town of Petrolia - 411 Greenfield Street  
Petrolia, Ontario N0N 1R0  
or electronically to: [jsmith@petrolia.ca](mailto:jsmith@petrolia.ca)

We appreciate the interest of all those who respond; however, only those selected for an interview will be contacted. Information obtained through this posting is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. The Town of Petrolia is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Clerks Department to ensure your accessibility needs are accommodated throughout this process.