

TOWNSHIP OF McNAB/BRAESIDE

TOWNSHIP OF McNAB/BRAESIDE Job Description	<i>Job Title:</i> <u>Grounds Maintenance</u>	<i>Page #</i>
<i>Location:</i> <u>Municipal Buildings</u>	<i>Reports To:</i> <u>CAO/Clerk</u>	<i>Revision date:</i>
<i>Department:</i> <u>Maintenance</u>		<i>Salary grid:</i>

<i>Approval:</i>	{ }	Department Head
	{ }	Supervisor
	{ }	Employee{s}

Position:

Part Time (15 hours/week)

Reporting:

Reports to the CAO/Clerk on a regular basis, with direction from the Recreation and Public Works Departments.

Purpose of Position:

The purpose of the position is to provide consistent maintenance and upkeep of municipal grounds and buildings.

Qualifications:

- Excellent oral, written and interpersonal communication skills to interact with special interest groups and the public.
- Excellent organizational and time management skills to handle heavy workload and to meet rigid deadlines.
- High level of initiative and independent judgement and ability to work with minimum supervision.
- Physically able to handle heavy lifting.
- Be available for evening and weekend work.

Job Requirements:

- Heavy lifting
- Flexible hours
- Weekend and evening/night work as required

Working Conditions:

1. Position is subject to physical fatigue due to strenuous activity.
2. Work is performed with a high degree of independent activity, must be a self-starter.
3. Must be available to inspect the facility after each use and clean as needed prior to the next rental.
4. Must sign a Confidentiality Agreement.

Knowledge and Skills

1. Must have basic knowledge of safe use of cleaning products and practices.
2. Must be able to read and write English to be able to read WHMIS 2015 documents and product labels.
3. Must be willing to complete WHMIS 2015 (workplace hazardous materials information system) training (to be provided by the municipality)
4. Must be able to follow oral and written directions to carry out policies of the Municipality.
5. Must meet the physical, mental and environmental demands of the job.

Position Responsibilities:

1. Provides for day to day maintenance of Municipal grounds.
2. Attend Recreation Facilities before and after events to unlock/lock doors and inspect property.
3. Cut the grass and other yard maintenance
4. Shovel snow from walkways and all exits
5. Carryout minor maintenance to the building and property
6. Actively participates in identifying potential and actual hazards, and taking steps to eliminate or minimize them and to work towards completing this hazard identification in conjunction with the health and safety rep and supervisors.
7. Ensure that security and safety measures are in place in the facility.
8. May perform minor maintenance if in possession of the necessary knowledge, skills and tools.
9. Report all safety issues or dangerous situations immediately.
10. Set up tables and chairs for events.
11. Stack and put away tables and chairs before/after events.
12. Performs the responsibilities of the position consistent with the Operational policies of the Township of McNab/Braeside.
13. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.
14. Performs other related duties as assigned.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.