



## **JOB DESCRIPTION**

**Position Title:** Recreation Labourer

**Reports To:** Operations Team Lead (OTL) & Director of Operations (DOO)

**Department:** Operations Department

**Position Type:** Union – Full-Time Permanent

**Compensation:** Recreation 1- \$27.75 Recreation 2 - \$29.99 (2025 Rates)

**Last Revised:** November 2025

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### **Positions Summary**

Recreation staff help keep our facilities, parks, and community spaces running smoothly. This role handles a mix of janitorial work, facility and grounds maintenance, ice maintenance, snow clearing, grass cutting, horticulture work, and general support for events and facility bookings. This position works across multiple municipal locations and is an important front-line ambassador to residents and facility users.

### **Recreation 1 Designation**

#### **Responsibilities**

- Perform routine janitorial duties and facility upkeep at various Town locations.
- Carry out ice maintenance activities including flooding, edging, and basic equipment checks.
- Conduct grounds maintenance such as grass cutting, trimming, horticultural work, and playground inspections.
- Complete winter maintenance activities including snow removal and sanding as assigned.
- Assist with event and facility booking needs including setups, teardowns, seating layouts, and on-site monitoring.
- Perform minor building and equipment repairs or report issues requiring further attention.
- Operate Town vehicles and small equipment safely and in compliance with procedures.
- Provide friendly, professional customer service to residents, renters, and guests.
- Follow all health and safety standards, and complete required training.

**Qualifications:**

- Grade 12 Diploma or equivalent (combined education/experience may be considered).
- Strong interpersonal skills with the ability to use tact, good judgment, and professionalism.
- Able to work day, evening, and weekend shifts and move between multiple Town locations.
- Valid Class G Driver's Licence.
- Basic Refrigeration Certification considered an asset.

**Recreation 2****Position Summary:**

Recreation II employees take on a more advanced technical role within the Town's recreation operations. This position performs all Recreation I duties, with added responsibilities in specialized arena operations, refrigeration systems, pool/spa chemistry, and more complex facility maintenance tasks.

**Responsibilities (in addition to Recreation 1):**

- Perform skilled work in ice installation, ice maintenance, and arena equipment operation.
- Operate and monitor refrigeration systems in accordance with training and safety standards.
- Maintain pool and spa systems, including water testing, chemical balancing, and documentation.
- Complete more advanced facility and mechanical troubleshooting.
- Provide guidance to Recreation I staff during daily operations when needed.
- Assist with equipment inspections, preventative maintenance programs, and safety checks.

**Additional Qualifications (in addition to Recreation 1):**

- Recreation 2 designation is awarded once the employee has successfully completed all of the following:
  - Certified Ice Technician (CIT) Diploma, consisting of:
    - Basic Refrigeration – Level I
    - Ice Making & Painting Technologies
    - Ice Maintenance & Equipment Operation  
(Courses must be obtained through ORFA or an equivalent program approved by the Employer.)
  - Pool & Spa Chemistry – Level I certification (through Lowry's School of Pool & Spa Chemistry or an equivalent approved by the Employer).



### **Working Conditions and Environment**

- Primary location: Alaine Chartrand Community Centre, 900 Sophia Street, Prescott, Ontario.
- Ice Season: 12 Hour Shift Rotation consisting of nights and days. Off Season: Regular (40) Hour Work Week (7:00am-3:30pm)
- Satisfactory completion of Vulnerable Sector Police Check
- Work performed in a variety of indoor and outdoor environments, including inclement weather and fluctuating temperatures.
- Ability to lift, carry, push, and pull heavy materials and equipment.
- Frequent standing, walking, bending, kneeling, and climbing.
- Overtime may be required to meet operational or emergency needs.