

**THE TOWNSHIP OF TARBUTT SUMMER JOB OPPORTUNITY
PARKS ATTENDANT/GIS ASSISTANT**

Hours of Operation: 35 hours per week, Monday to Friday, 8:00 to 4:00
Reports to: Road Superintendent **Wage:** \$16 to \$18 per hour

Job Summary:

The Parks Attendant/GIS Assistant takes a proactive approach to ensure that public spaces, including playgrounds, parks, municipal facilities and cemeteries are clean, safe and welcoming. The ideal candidate will have knowledge of GIS systems and mapping.

Tasks and Responsibilities:

Following health and safety guidelines, the Attendant will be responsible to ensure that Township facilities and open spaces are clean, barrier free and welcoming to all members of our diverse community. Specific duties include:

- maintain and cut grass and weeds in public spaces to reduce hazards and improve public safety and quality of the space
- collect litter and recycling for deposit at the landfill site, emptying garbage containers, and ensure all public spaces are free of litter, barriers and hazards
- repair fences, structures and perform small construction and maintenance projects
- ensure the integrity of headstones and markers in cemeteries, and that they are welcoming and easy to access
- planting and maintaining flower beds and gardens
- repair and paint signage and weather worn structures
- provides assistance to contractors by preparing for special projects
- will occasionally assist the roads department in roads and property maintenance projects
- support the waste management and recycling processes at the Landfill Site or the recycling depot
- Administrative tasks include collection and recording of asset management data, assist with mailouts and communication, organizing library books and general office duties.

The Women's Institute Park revitalization began in 2021 in conjunction with the Kensington Conservancy. This project included renewing the park for public use, species identification and educating the public of life in and around the Great Lakes. These efforts including shoreline restoration will continue through the summer of 2022.

The MacLennan Hall Active Transportation Hub project will continue which involves making the hall property into a welcome station for cyclists using the Trans Canada Trail. A bike repair station, water bottle filling station, washrooms and a gazebo will be added in 2022.

Qualifications:

- Previous experience using lawn and garden equipment as well as hand tools.

- Apply initiative and time management skills to manage priorities
- Have a strong work ethic with the ability to work independently
- Able to work outdoors with some physical activity, including lifting and carrying weighted items
- Thorough knowledge of GIS systems and mapping would be a definite asset.
- Previous experience with flagging.
- Required to possess a valid Ontario G2 (or higher) Driver's Licence or equivalent.

This position will report to the Road Superintendent, but generally works independently and is self directed to ensure that all assigned tasks are completed in a timely manner.

Please submit a cover letter and resume outlining your experience to clerk@tarbutt.ca, or to The Township of Tarbutt, 27 Barr Road S., Desbarats, ON P0R 1E0. Ph: 705-782-6776.

March 2022