

THE TOWNSHIP OF TARBUTT 2023 SUMMER JOB OPPORTUNITY PARKS ATTENDANT/OFFICE ASSISTANT

Hours of Operation: 35 hours per week, Monday to Friday **Wage:** \$18 per hour

Reports to: Road Superintendent and Deputy Clerk

Job Summary:

The Parks Attendant/Office Assistant takes a proactive approach to ensure that public spaces including playgrounds, parks, municipal facilities and cemeteries are clean, safe and welcoming. Consideration will be given to the maintenance and preservation of heritage features at the pioneer cemetery. This position will also actively participate in roads maintenance projects, as well as some administrative duties such as digitization and organization of records, mapping, classifying documents and research.

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 including active cemetery and the Pioneer cemetery
- collect litter and recycling for deposit at the landfill site, emptying public recycling and garbage containers, and ensure all public spaces are free of litter, barriers and hazards
- repair fences, structures and perform small construction and maintenance projects
- assist with the preservation of headstones and heritage features at the pioneer cemetery
- ensure the integrity of 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 materials and general office duties such as filing, digitizing by-laws and organizing municipal records.
- Canvas other municipalities, collate and prepare reports on a number of topics such as policies, fees and charges, building permits, municipal processes.

Working with local conservation organizations, the employee will organize a community event in support of the re-opening of a waterfront park to celebrate the Great Lakes. Target markets will include local residents, cycling and recreational enthusiasts, tourists, and residents of area communities within the Algoma District.

Qualifications:

- Previous experience using lawn equipment as well as hand tools is required.
- Ability to employ self direction, initiative and time management skills to manage priorities
- Must have a strong work ethic with the ability to work independently
- Leadership, initiative and good team dynamics will be required to take responsibility for the completion of tasks
- Able to work outdoors in varying weather conditions with some physical activity, including lifting and carrying weighted items
- Thorough knowledge of Microsoft Office and GIS 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 for all outdoor work and parks maintenance, but generally works independently to ensure that all assigned tasks are completed in a timely manner. Office work, administration, event planning, digitizing records and archiving details will be under the direction of the Deputy Clerk.

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

April 2025