

TOWNSHIP OF LANARK HIGHLANDS

Position Description: Parks & Recreation Labourer

The Seasonal Recreation and Facilities Labourer will provide support to the Manager of Facilities/Community Affairs and the Parks & Recreation Lead Hand in the ongoing maintenance, repair, and operation of municipal parks, facilities, and public spaces. This role helps ensure Township parks and amenities are safe, clean, and welcoming for residents and visitors.

KEY ACTIVITIES

Parks & Facility Maintenance

- Assist with the daily maintenance and beautification of municipal parks, playgrounds, trails, sports fields, and outdoor spaces.
- Perform grass cutting, trimming, raking, watering, planting, and general groundskeeping.
- Assist with litter and debris removal to ensure safe and clean public spaces.
- Support minor maintenance and painting of park amenities such as benches, fences, signs, and picnic tables.
- Assist with inspections of parks, playgrounds, and facilities and report safety concerns or repair needs.
- Operating equipment to assist with department projects.

Recreation Program & Event Support

- Assist with the setup and takedown of community events, festivals, and recreation programs.
- Help prepare sports fields, ball diamonds, and outdoor recreation spaces for scheduled use.

Customer Service & Public Interaction

- Provide friendly and professional customer service to residents and visitors.
- Respond to general public inquiries and direct questions to appropriate staff.
- Promote safe and respectful use of municipal facilities and spaces.

Health & Safety

- Follow all municipal health and safety policies and procedures.
- Use personal protective equipment (PPE) as required.
- Identify and report hazards, vandalism, or unsafe conditions.
- Assist in maintaining a safe environment for staff, volunteers, and the public.

General Labour & Team Support

- Operate basic hand and power tools under supervision.
- Assist with facility cleaning and general upkeep of recreation buildings and washrooms.
- Work collaboratively as part of a team and complete tasks as assigned by supervisors.
- Perform other related duties as assigned.

FACTOR DESCRIPTION

1. Experience

- Experience in landscaping, groundskeeping, general labour, or facility maintenance is considered an asset.
- Experience using landscaping tools, lawn maintenance equipment, and grass cutting/trimming equipment.
- Previous experience working in parks, recreation, camps, or municipal environments is an asset.
- Experience operating basic hand tools and small power equipment (e.g., trimmers, mowers) is an asset.
- Experience working with the public and providing customer service is an asset.
- Experience working in a team environment and completing tasks independently.
- Demonstrated reliability, responsibility, and strong work ethic.

2. Qualifications & Requirements

- Must be legally entitled to work in Canada.
- Valid G driver's licence required, DZ License considered an asset
- Ability to perform physically demanding outdoor work in various weather conditions.
- Ability to lift, carry, and move materials and equipment (up to approximately 50 lbs).
- Strong teamwork, communication, and time-management skills.
- Ability to follow directions and work safely with minimal supervision.
- Standard First Aid and CPR certification considered an asset (or willingness to obtain).
- Availability to work weekdays, evenings, weekends, and holidays as required.

3. Policies and Procedures

- Follows the policies and procedures of the Township.

4. Work Environment

- May be exposed to high temperatures or extreme weather conditions during the summer while performing tasks and can seek relief or shelter to limit the level of exposure.
- Protects own 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.