



JOB DESCRIPTION

POSITION TITLE: Part-Time Temporary Facilities & Community Affairs Maintenance Operator

DEPARTMENT: Parks and Recreation

DIRECTLY RESPONSIBLE TO: Parks and Recreation Lead Hand

INDIRECTLY RESPONSIBLE TO: Manager of Facilities & Community Affairs

GENERAL

The Township of Lanark Highlands is seeking a dedicated and skilled individual to join our Parks and Recreation team as a Temporary Part-Time Facilities Operator. This position will involve working in both parks and the arena, contributing to the maintenance and upkeep of our recreational facilities to ensure a safe and enjoyable experience for our community members.

Wage Range: \$24.79 - \$30.72 per hour

Hours: 15 - 30 hours per week

KEY RESPONSIBILITIES

Parks:

- Operate heavy equipment including backhoe, skid steer, tractor, etc., for various park maintenance tasks.
- Operate snowplow to clear snow within the municipality during winter months.
- Perform grass cutting using zero-turn mowers and other equipment.
- Conduct maintenance on ball diamonds, including mound work, screening, and edging.
- Assist with tree removal and trimming as needed.
- Conduct routine garbage removal from park areas.
- Maneuver trailers and large equipment safely and efficiently.
- Provide excellent customer service to park visitors.
- Work in all types of weather conditions to ensure park readiness and safety.

Arena:

- Work towards CIT Certification (Certified Ice Technician).
- Obtain Working at Heights Certification.
- Obtain Genie Lift Certification.
- Hold valid First Aid/CPR/AED certification.
- Obtain Food Handler Certification.
- Obtain Propane Certification.
- Drive and maintain Zamboni, including blade changes and routine maintenance.
- Perform ice maintenance tasks such as resurfacing and edging.
- Prepare and maintain ice pad to Zamboni level and fast ice standards.
- Operate ice edger to maintain ice quality.
- Familiarity with arena plant room operations.
- Perform general cleaning, carpentry, and plumbing tasks as needed.
- Provide excellent customer service to arena patrons.

EDUCATION/CERTIFICATIONS:

- High School Diploma
- DZ License
- Working at Heights Certification
- Genie Lift Certification
- Chainsaw Certification
- First Aid/CPR/AED

Qualifications:

- Previous experience operating heavy equipment and performing park maintenance tasks.
- Strong knowledge of arena operations and ice maintenance techniques.
- Excellent communication skills and ability to work effectively with the public.
- Ability to work independently and as part of a team.
- Flexibility to work evenings, weekends, and holidays as required.
- Physically fit and able to perform tasks in various weather conditions.

EXPERIENCE:

- 1-3 years direct municipal or equivalent combination of education, training and experience to undertake the responsibilities of the position.

WORKING CONDITIONS:

The position will be scheduled to work on evenings and weekends during the winter months. However, on occasion, some overtime may be required to complete special requests or projects and/or coordinate evening and off-hour activities or emergencies such as snow plowing in the winter season. As these scenarios present themselves, the work schedule may be adjusted and monitored by the Manager of Facilities and Community Affairs needed.

PHYSICAL SKILLS & EFFORT:

This position requires visual and listening skills, ability to stand for long periods of time, use of hands, repetitive physical actions, ability to walk on uneven surfaces, climb stairs, and hand-eye coordination. Physical demands such as operating large equipment, lifting and carrying items up to 50lbs will be required.

ENVIRONMENTAL DEMANDS:

The position may have to address numerous items and situations at one time and frequent interruptions may be common. Required to work in all types of weather conditions depending upon the season.

HOW TO APPLY:

If you are a dedicated individual with a passion for parks and recreation and possess the required certifications and skills, we encourage you to apply for this exciting opportunity to contribute to the vibrant community of Lanark Highlands. Please submit your resume and cover letter to hr@lanarkhighlands.ca by September 5th, 2025, and include **"TEMPORARY FACILITIES OPERATOR #2025-10"** in the subject line.

Township of Lanark Highlands
"Temporary Facilities Operator #2025-10"
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