The Corporation of the Township of Perry

Now Hiring: Parks & Recreation Seasonal Attendants

<u>Two positions available:</u>
Two (2) seasonal part-time contract employees for the 2026-2027 Winter Season (from December 2026 to April 2027)

Are you a motivated self-starter who enjoys a mix of outdoor work, community engagement, and hands-on responsibilities? The Township of Perry is seeking energetic and reliable individuals to join our team as **Parks & Recreation Seasonal Staff.**

There are two (2) positions available from December 2026 to April 2027. The **part-time seasonal contract position is 56 hours bi-weekly with hours scheduled in the afternoon/evening with shifts starting at 2:00 – 2:30 pm to 10:00 – 10:30 pm**. This role will provide the opportunity to contribute directly to the maintenance and enjoyment of community spaces.

What we're looking for:

- A proactive, enthusiastic individual who takes initiative
- Ability to work both **independently and collaboratively**
- Strong work ethic and commitment to public service
- Flexibility to work alternating weekends
- Experience and training with ice plant refrigeration and ice making would be an asset

What We Offer:

- Competitive hourly wage: **$25.54 – $31.92** (based on an 8-step pay grid)
- **OMERS pension plan** available for all employees
- A supportive team environment in a valued community role

If you're ready to make a difference in your community while enjoying a dynamic and varied position, we want to hear from you!

For a detailed job description, qualifications, and required skills, please visit **www.townshipofperry.ca** or contact the Municipal Office.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Deadline for submitting an application is **Friday, November 20, 2026 at 12:00 pm**

Please forward your resume including references, with a cover letter to:
Beth Morton, Clerk-Administrator, Box 70, 1695 Emsdale Road, Emsdale, ON P0A 1J0
Telephone: 705-636-5941
Fax: 705-636-5759
Email: beth.morton@townshipofperry.ca

The Township of Perry is an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Human Rights Code. The Township will provide accommodations throughout the recruitment, selection and/or the assessment process to applicants with disabilities.

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

POSITION DESCRIPTION

JOB TITLE: Parks & Recreation Seasonal Attendant (Contract Position)	**REVISION DATE**: October 2026
REPORTS TO: Clerk-Administrator	**STATUS:** Part-time (seasonal)
DEPARTMENT: Transfer Station / Parks & Recreation	**TYPE**: Hourly

Purpose of Position

The Parks & Recreation Seasonal Attendant is responsible for the day-to-day care, ice maintenance, cleanliness and preparation of the Township's outdoor rink and associated facilities. The position helps maintain safe, accessible and welcoming facilities for public skating, shinny, scheduled activities and rentals. As assigned, the employee may also provide occasional relief coverage in Parks & Recreation or at the Transfer Station.

Responsibilities and Duties

I. Performing daily mechanical operations and maintenance of the Outdoor Rink by:

- Ice preparation and rink maintenance;
- Prepare, build and maintain the ice surface, including flooding, scraping, shovelling, removing snow and repairing surface defects, using approved procedures and equipment;
- Inspect ice conditions, rink boards, gates, entrances, protective equipment and surrounding areas before use and throughout the shift. Identify and report damage, unsafe conditions and maintenance needs promptly;
- Operate and carry out routine care of rink tools and equipment within the employee's training and authorization. Clean and store hoses, tools and supplies properly after use;
- Monitor refrigeration equipment and record operating observations as directed. Report alarms, leaks, unusual noises or equipment malfunctions immediately so management can arrange service. Technical servicing and repairs are to be completed by authorized service personnel;
- Follow Township procedures for unsafe ice, severe weather or other hazards, including restricting access, posting notices and notifying the supervisor when required.

II. Performing daily snow clearing and winter maintenance by:

- Throughout each shift, monitor conditions and complete ongoing shovelling, sweeping, scraping and localized snow removal around the rink and related facilities;
- Keep entrances, exits, emergency routes, walkways, accessible routes, ramps and access to change rooms clear of snow, ice and debris. Apply approved traction materials where appropriate, taking care to avoid contaminating the ice surface;
- Operate a snow blower or other approved snow-clearing equipment only when trained and authorized. Advise the supervisor when additional Public Works assistance is required.

III. Performing facility care and rental preparation by:

- Clean and maintain change rooms, washrooms and other rink building areas throughout the shift and following use, as required;
- Sweep, mop and clean floors; clean and disinfect benches, washroom fixtures and frequently touched surfaces; remove garbage and recycling; and replenish soap, paper products and other supplies;
- Keep floor mats, entrances and circulation areas clean and properly positioned. Address tracked-in snow, water and slippery surfaces promptly;
- Keep exterior seating areas and grounds tidy. Complete minor maintenance and repairs as directed and within the employee's training and authority and report work requiring additional attention;
- Monitor cleaning and operating supplies and advise the supervisor when replenishment is required. Use and store cleaning products safely;

IV. Manage rentals and public use by:

- Review the approved rental and activity schedule and prepare the rink, change rooms and associated spaces before each booking, including ice maintenance, cleaning and placement of required equipment;
- Complete opening and closing duties, provide access to booked areas as directed, check lighting and secure the buildings, rink gates and equipment after use;

- Assist renters and members of the public courteously, provide information on facility use and Township rules, and refer booking changes, complaints and matters beyond the position's authority to the supervisor;
- Check the facility after rentals, document and report damage or concerns, clean and reset spaces, and prepare the facility for the next scheduled use;
- Maintain daily inspection, ice maintenance, cleaning and equipment records as directed. Complete time sheets and report incidents, injuries and public concerns promptly.

Occasional relief coverage

From time to time, the employee may be assigned relief shifts in Parks & Recreation or at the Transfer Station to assist with absences, operational needs or workload demands. Assignments and scheduling will be coordinated by the Clerk-Administrator or designate. The employee must complete required orientation and training before undertaking assigned duties and must operate only equipment for which they are trained and authorized.

Parks and Recreation

- Assist with maintenance of municipal parks, recreation grounds, buildings and facilities, including grounds cleanup, litter collection, grass cutting, trimming, landscaping and seasonal opening or closing work, as assigned.
- Provide custodial relief at community centres and other municipal facilities, including cleaning kitchens and washrooms, removing garbage and recycling, replenishing supplies and setting up or taking down tables and equipment for rentals.
- Assist with inspections, minor repairs and general facility maintenance as directed. Perform drinking water checks, sampling or related duties only after receiving the training and authorization required for the assigned task.

Transfer Station

- Assist with opening and closing, site security, housekeeping and routine inspections as assigned.
- Greet users courteously, check access eligibility, direct traffic and material placement, and explain accepted materials, fees and site procedures in accordance with Township requirements.

- Inspect incoming materials visually, refer unacceptable or questionable loads to the supervisor and follow established procedures for hazardous materials.
- Collect fees, issue receipts, balance daily transactions and complete required records and paperwork when assigned and trained.
- Keep pedestrian access to bins and facilities clear, complete localized snow clearing and sanding, and maintain tidy, accessible grounds.
- Report equipment or site concerns and assist with contractor notifications or routine equipment operations only as directed and within the employee's training and authorization.

Qualifications and abilities

- Ontario Secondary School Diploma or an equivalent combination of education and relevant experience.
- Relevant experience in facility maintenance, custodial work, grounds maintenance or customer service. Experience maintaining outdoor ice and operating snow-clearing equipment is an asset.
- Ability to complete Township-required training in rink operations, ice maintenance, equipment use, safe work procedures and assigned relief duties.
- Valid Class G driver's licence with an acceptable driver's abstract, and an acceptable Police Records Check, consistent with Township requirements.
- Ability to work independently, organize and prioritize duties, follow instructions, recognize hazards and seek assistance when required.
- Ability to work cooperatively with other departments and provide courteous service to people of all ages and abilities.
- Ability to maintain accurate records and communicate concerns, equipment malfunctions and maintenance needs clearly.
- Cash-handling experience and familiarity with waste sorting and Transfer Station operations are assets for relief coverage.

Working conditions and physical demands

- Hours vary with rink operations, weather, rentals and operational needs and may include evenings, weekends and holidays. The employee must be available for assigned seasonal shifts and occasional relief coverage as scheduled. The position involves working indoors and outdoors in winter weather, cold

temperatures, wet and slippery conditions and around operating equipment.
- Duties require prolonged standing and walking, repetitive shovelling and sweeping, bending, lifting, pushing and pulling. The employee must be able to handle materials and equipment weighing up to 50 pounds, using safe lifting practices and assistance or equipment where required.
- The employee must follow Township health and safety procedures, use required personal protective equipment, report hazards and incidents promptly, and perform other related duties as assigned within the scope of the position.

Position Specifications

Education & Qualifications:

- OSSD or equivalent combination of education and experience;
- Valid Class "G" License with an acceptable Driver's Abstract is required;
- Acceptable Vulnerable Sector Check.

Experience:

- Experience operating and maintaining equipment is preferred.
- Experience in operating and maintaining equipment used for snow removal;
- Experience in cleaning and maintaining facilities.

Necessary Knowledge, Skills and Abilities:

- Understanding of Occupational Health and Safety Standards (OHSA), WHMIS, Township Comprehensive Health and Safety Program;
- Excellent organization and time management skills;
- Ability and willingness to work with the public at all age levels and provide exceptional customer service;
- Good mechanical skills;
- Ability to work in a fast-paced environment with high level of professionalism with minimal supervision;
- Must be able to lift 50 pounds;
- Ability to operate efficiently a tractor and trailer, and independently load and unload equipment from trailer (tractor and riding mower);
- Constantly demonstrate a willingness to work as a team.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Ability to work in an outdoor environment including hot and cold temperatures and noise, using pertinent equipment, with ability to travel to different sites and locations and lift 50 pounds.