



# Picture Butte

## *Picture Perfect!*

## EMPLOYMENT OPPORTUNITY

**The Town of Picture Butte is currently hiring for Casual positions of  
*Parks and Recreation 1 or Public Works 2 – Parks and Recreation***

**POSITION TITLE:** Casual Parks and Recreation 1 or Public Works 2 – Parks and Recreation  
**REPORTS TO:** Director of Parks and Recreation  
**SUBORDINATE POSITIONS:** None

### POSITION SUMMARY:

The Parks and Recreation 1 and Public Works 2 – Parks and Recreation is casual positions that has completed training and has expertise in the maintenance, repair and construction of parks, recreational facilities and municipal buildings. During the winter months (September to April) this position will work in the arena.

### MINIMUM QUALIFICATIONS:

WHMIS/TDG certification or willingness to obtain  
Standard First Aid/CPR certificate or willingness to obtain  
Experience working in a parks and recreation or related department

### REQUIRED SKILLS, ABILITIES & RESPONSIBILITIES:

- Detailed job descriptions are available at [www.picturebutte.ca](http://www.picturebutte.ca) – Employment Opportunities

**COMPENSATION:** As per the Collective Agreement between CUPE Local 2800 and the Town of Picture Butte for the wage listed for a “Public Works 1” and “Public Works 2 Parks and Recreation” positions)

PLEASE SEND APPLICATIONS TO THE DIRECTOR OF CORPORATE SERVICES VIA EMAIL IN **PDF FORMAT** TO [michelle@picturebutte.ca](mailto:michelle@picturebutte.ca) OR IN PERSON AT THE TOWN OFFICE. THIS POSITION WILL BE POSTED UNTIL A SUITABLE CANDIDATE IS FOUND.

PLEASE INCLUDE A COVER LETTER, RESUME and COPY OF QUALIFICATIONS.

Thank-you for your interest, however only selected candidates will be contacted for interviews and the position will remain posted until a suitable candidate is found.



# Picture Butte

## *Picture Perfect!*

**POSITION TITLE:** Parks and Recreation 1

**REPORTS TO:** Director of Parks and Recreation

**SUBORDINATE POSITIONS:** None

### **POSITION SUMMARY:**

The Parks and Recreation 1 is a full-time position that has completed training and has expertise in the maintenance, repair and construction of parks, recreational facilities and municipal buildings. During the winter months (October to April) this position will work in the arena and in the public works departments depending on schedules. During the other months of the year this position will predominately be working within the Parks and Recreational facilities and may be assigned other work to assist work in the Public Works or Water and Wastewater departments.

### **MINIMUM QUALIFICATIONS**

WHMIS/TDG certification or willingness to obtain

Standard First Aid/CPR certificate or willingness to obtain

Experience working in parks and recreation or related department

Any One of the following courses offered by Alberta Recreation Facility Personnel (ARFP) or an alternative equivalent or willingness to obtain within the probationary period.

- Certified Swimming Pool Operator Level I
- Parks and Sportsfields Level I
- Building Maintenance Level I
- Arena Operator Level I

### **REQUIRED SKILLS AND ABILITIES**

- Knowledge of municipal operation and maintenance practices and procedures.
- Ability to establish and maintain effective working relationships with other employees, representatives of other agencies and the public
- Ability to handle multiple priorities effectively and meet deadlines.
- Attention to detail, good communication skills, ability to work without close supervision.
- Ability to respond to various tasks as requested or required
- Ability to work without close supervision
- Ability to lift twenty (20) kgs.
- Understanding of the Occupational Health and Safety Act, Regulation and Code. Ability to follow safe work practices, as outlined by the Municipality, Workers Compensation Board, and other governing bodies

## **RESPONSIBILITIES:**

- Required to make regular checks so that the operation, maintenance, repair and/or construction of the Town's parks, green spaces, recreational facilities and buildings meet service standards.
- Required to assist with the operation, maintenance and repair of the Cor Van Raay and Community Aquatic Centre and Ice Arena. This includes working on weekends, weeknights and being the main operator of the arena during the ice skating season.
- Operation of various pieces of equipment such as ice resurfacers, lawnmowers, weed whips, tractors, snow blowers, skid steer, single axle trucks and other Town owned equipment.
- Required to assist in the preparation, planting and maintenance of flowerbeds, shrubs, trees and water fountains at various Town parks, green areas, and recreational facilities and grounds.
- Required to assist in the planting and maintenance of turf, grass and lawns at various Town parks, green areas and recreational facilities and grounds.
- Required to maintain and repair Town playground facilities and ensure that the equipment in the playgrounds comply with government regulations.
- Required to maintain, operate and repair irrigation systems at Town parks, green spaces, recreational facilities and grounds and to install such systems if required.
- Assist in the operation, maintenance, repair and construction of the Town's infrastructure including storm drainage, streets, sidewalks, and signs as required by their supervisor.
- Assist in the operation, maintenance, repair and construction of the water distribution system and sanitary sewer system when required by their supervisor.
- Assist in record keeping and report preparation as required.
- Assist with snow removal and road sanding practices according to the Town's snow removal policy.
- Operation of hand tools – manual and powered
- Ditch maintenance (non-roadway).
- General cleaning and maintenance of Town Shop.
- Work on call April - September
- Assist in the proper allocation of "West Nile", herbicide and pesticide spraying.
- Any other duties as assigned by their supervisor.
- Be willing to work nights, shift work and weekends.

## **OTHER:**

The statements contained in this job description reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.