



## THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

<b>JOB TITLE:</b> Cold Creek Maintenance Facilitator – Weekend Staff	<b>CLASSIFICATION:</b> Part-Time, Contract (6-Months)
<b>DEPARTMENT:</b> Community Services	<b>SALARY LEVEL:</b> \$16.00/hour (up to 14 Hours/Week)
<b>LOCATION:</b> Cold Creek Conservation Area	

### JOB PROFILE:

#### Function:

Under the direction of the Recreation Coordinator: Outdoor Education, the Cold Creek Maintenance Facilitator is responsible for monitoring and the upkeep of the property and grounds of Cold Creek Conservation Area during the weekends. This would include general maintenance, grounds work, gardening, upkeep of buildings and equipment rentals.

#### Reports to:

- Recreation Services Supervisor

#### Supervision Responsibilities:

- None.

#### Duties and Responsibilities:

- General trail and site maintenance; including grooming foliage, inspecting bridges and signage for damages, waste removal and overall grounds keeping.
- Maintenance of facilities and buildings, i.e. cleaning, empty trash, fill dog waste bags, and perform small maintenance or repairs using small, hand tools.
- Implement and facilitation of Cold Creek nature education and recreation programs including archery and mountain biking and potentially Challenge Course facilitation.
- Co-ordinate the rentals of program equipment to registered patrons
- Ensure health and safety/departmental policies and procedures as applicable to Covid-19 and Cold Creek's programs are followed
- Deal with incidents, problems and emergencies as outlined by departmental policies and procedures
- Respond to inquiries from participants and public. Deal courteously and effectively with the general public, staff and other departments.
- Ensure lawns and gardens are manicured appropriately. Regularly remove weeds, rake leaves, plant flowers/shrubs, spread mulch/woodchips/stones, trim shrubs and hedges, cut and remove small tree limbs damaged by adverse weather conditions, and perform other lawn and trail care services as necessary.

- Pick-up trash and debris from common areas and trails on a daily basis. Empty common area trash containers as needed.
- Report all site maintenance issues and concerns identified while performing daily duties to Site Operator and/or Supervisor.
- Ensure site is presentable at all times and adheres to Cold Creeks appeal standards.
- Other duties and special projects as assigned.

**Education/Experience:**

- High School Education (some HS education required)
- Experience in parks operations, landscaping or equivalent.
- Ability to endure seasonal temperatures as working conditions require constant outdoor work
- Excellent communication, organization, and problem solving skills, with excellent decision making capabilities
- Valid First Aid, CPR-C, WHMIS, and High Five Certification
- Working knowledge of Microsoft Office skills (e.g. Word, Excel, Outlook)
- Strong organizational skills (both oral and written) with the ability to communicate with all levels of staff and the general public
- A team player with excellent interpersonal skills and the ability to coordinate with other departmental staff
- Ability to analyze problems, identify alternatives and make recommendations in order to implement procedures and policies
- Diploma in Recreation or related discipline, with an emphasis on Outdoor Recreation or a combination of significant demonstrated experience and education is an asset
- Experience with High Ropes and/or Climbing walls an asset
- Ability to maintain strict confidentiality and unquestionable integrity
- Ability to lift at least 25 pounds
- Required to submit a vulnerable sector screening

**Conditions of Employment:**

- Required to work outdoors, in a variety of weather conditions
- Required to work weekends
- Work involves mental and visual concentration with frequent interruptions
- Must be able to meet set deadlines.
- Excellent verbal and written communication skills required, along with good organizational skills.

---

Department Head: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Supervisor (if applicable): \_\_\_\_\_

Date Approved: \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date Signed: \_\_\_\_\_