



*Making life better in King*

## THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

**JOB TITLE:** Site Operator - Cold Creek  
Conservation Area

**CLASSIFICATION:** Non-Union, Full-Time  
(40 hours per week)

**DEPARTMENT:** Community Services

**SALARY LEVEL:** \$59,550 - \$72,467 (2024 rate)

**LOCATION:** Cold Creek Conservation Area

### **JOB PROFILE:**

#### **Function:**

Under the direction of the Lead Hand, Outdoor Education, the Cold Creek Site Operator is responsible for the facilitation of programs, camps, school groups, private/corporate rentals and events for children, youth, adults, and mature adults at Cold Creek Conservation Area. This position is also responsible for the daily operations of the site which includes 2 challenge courses, a disc golf course, 3 buildings and over 7km's of trail. The Site Operator will assist with all facility and property maintenance such as trail grooming, garbage collection, snow removal and building upkeep and maintenance.

#### **Reports to:**

- Lead Hand – Outdoor Education

#### **Supervision Responsibilities:**

- None

#### **Duties and Responsibilities:**

##### **General Programs & Facilitation**

- Assist the Lead Hand, Outdoor Education in the implementation and facilitation of outdoor education programs, with an emphasis on Challenge Course facilitation for programs, camps school groups, private and corporate rentals and events including but not limited to:
  - Pre-school (0-4)
  - Children (4-12)
  - Youth (13-15)
  - Adults (16+)
  - Mature Adults (55+)
- Assist in the development of outdoor education programming opportunities.

- Assist in the execution of staff training for seasonal staff to ensure compliance with legislative and other regulatory requirements and Township policies, practices, procedures and guidelines.
- Acts as the on-sit point of contact for part time seasonal and camp staff and deals with issues, concerns that arise.
- Assist the Lead Hand, Outdoor Education with daily, monthly and yearly inspections of the Challenge Courses and related equipment at Cold Creek Conservation Area and its associated programs in compliance with legislative and other regulatory requirements and Township policies, practices, procedures and guidelines.
- Conduct ongoing equipment inventory and inspections bi-monthly.
- Create purchase orders for required equipment replacement annually.
- Ensure health and safety, departmental policies and procedures as applicable to Cold Creek Conservation Area programs and site operations are followed.
- In collaboration with the Corporate Communications Division, this position will assist in the creation of content specific to Cold Creek for social media, print and applicable King Township web pages and microsites.
- Work collaboratively with the Coordinator, Community Services Business Systems to assist with processing program registration and point of sale transactions related to outdoor education.
- Assist and address incidents, problems and emergencies as outlined by departmental policies and procedures.
- Assist in the circulation and sharing of promotional materials related to outdoor education programming.
- Respond to general inquiries from parents/guardians, participants and the general public related to Cold Creek Conservation Area. Brings matters to the Lead Hand and Supervisor as required.
- Deal courteously and effectively with the general public, staff, and other departments.
- Model and practice HIGH FIVE® – Principles of Healthy Childhood Development (Participation, Play, Mastery, Friends and Caring Adult).

### **General Maintenance**

- Perform general trail and site maintenance including, but not limited to: grass cutting, snow removal, trail grooming and disc golf course maintenance, etc.
- Maintain/install applicable signage related to site activities and notices. i.e., directional trail signs, warning signs, site notices.
- Sets up and removes chairs, tables and equipment for various functions in the buildings (e.g. meetings, socials, events, programs) and oversees social functions providing various supplies and responds to any additional requests.
- Collect recycling materials, garbage and compost from buildings and public areas, replace bags and dispose of as directed.
- Cleans/inspects all washrooms, empties garbage's, disinfects sinks, toilets etc. replaces washroom supplies, wash walls, mirrors and unclog toilets.

- Provide disinfection and sanitizing services to all washrooms, lunch areas, entrance/exits and public surfaces.
- Cleans windows, doors and other glass surfaces.
- Reviews and monitors facility bookings and rentals to ensure facilities are clean, required set up is complete and customer needs are met, including general janitorial duties.
- Performs routine maintenance tasks such as replacing light bulbs, fixing small leaks, hanging objects on walls, minor repairs within scope of abilities and training.
- Provides immediate outdoor maintenance services to include litter picking, graffiti removal, waste container cleaning and emptying. Where required snow removal may need to be completed in addition to the above.
- Recommends repairs, improvements to buildings, changes to improvements to methods, procedures, policies etc.
- Complete opening and closing daily checklist and action and rectify any unsatisfactory items, such as snow removal at entrance ways, sidewalks, egresses etc. Completes maintenance and other reporting systems.
- Maintain outdoor infrastructure such as repairing fences, bridges, boardwalks, disc golf course and signage.
- Utilize chainsaws and other handheld power tools for the removal of tree's that have fallen on trail system and in high risk areas.
- Inspect, refuel and check oil of all on site equipment including the Gator, riding mower, snowmobile, string trimmer, etc.
- Inspect trails for hazards and use discretion to close off sections and inform the public in a timely manner.
- Monitor and assist with habitat management in cooperation with the Environment King team.
- Regularly conduct fire safety inspections.
- General maintenance of on-site recreational equipment, i.e., climbing equipment, disc golf, archery supplies, tents, skis, etc.
- Maintain facilities, i.e., cleaning, upkeep, supply orders and small repairs.
- Responsible to safely operate all department related hand and power tool equipment.
- Perform onsite horticultural duties including planning out annual, perennial and vegetable gardens. Planting, weeding, watering and overall regular upkeep of all on site gardens.
- Assist in on site special event set up, take down and clean up.
- Assist and maintain a safe working environment.

### **Education/Experience:**

- Diploma in Recreation or related discipline, with an emphasis on Outdoor Recreation or a combination of significant demonstrated experience and education.
- Completion of Level 2 Full Challenge Course Practitioner Certification accredited from the Association for Challenge Course Technology and maintained in good

standing.

- Valid Certified Instructor.
- Minimum one (1) year of experience with facilitation of programs, camps, school groups, private/corporate rentals and events for children, youth, adults, and mature adults and daily operations of challenge courses, a disc golf course, buildings, and trails.
- Previous parks, operator, horticultural, landscaping or facility maintenance experience.
- Excellent communication, organization, and problem-solving skills with excellent decision-making capabilities.
- Valid First Aid, CPR-C, WHMIS2015, Working at Heights required.
- HIGH FIVE® certification; Quest 2.
- Strong organizational skills (both oral and written) with the ability to communicate with all levels of staff, stakeholders and the general public.
- Chainsaw operator certificate.
- 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.
- Ability to maintain strict confidentiality and unquestionable integrity.
- Valid G Class Driver's License, driver abstract will be required.
- Required to submit a vulnerable sector screening.
- Easily accepts change in task requirements.

**Conditions of Employment:**

- Required to work outdoors, in a variety of weather conditions.
- Must be comfortable working at heights on dynamic high ropes courses and climbing walls.
- Must attend mandatory training and maintain required certifications.
- Ability to wear appropriate Personal Protective Equipment (P.P.E.) as required.
- Work in a safe manner and in compliance with the *Occupational Health and Safety Act* and its regulations.
- Ability to work evenings and weekends will be required.
- Work involves mental and visual concentration with frequent interruptions.
- Must be able to meet set deadlines.
- Class "G" Driver's License in good standing.

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

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

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

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

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

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