



THE CORPORATION OF THE TOWNSHIP OF NORWICH

Employment Opportunity

Part Time Position

Community Services Operator

The Township of Norwich, with a population of approximately 11,367 is one of five rural Townships within the County of Oxford. The Township is currently seeking employment for a part time position as a Community Services Operator.

Reporting to the Property & Facilities Manager, this position will be responsible for the clean, safe and efficient operation of the Township facilities. The duties of the part time Community Services Operator include but are not limited to public relations and customer assistance, housekeeping, interior and exterior maintenance, room set-ups and tear downs at various halls, arena, refrigeration, parks and sport field maintenance, pool mechanical operations, minor electrical, plumbing and other required repairs. The part time Community Services Operator must be available to work days, evenings, weekends, statutory holidays and emergency call-ins as required. The starting rate of pay is \$23.09 per hour, with the option to join the Ontario Municipal Employees Retirement System (OMERS). A Criminal Background Check and Driver's Abstract Check will be required at the time of hire.

The ideal candidate will have:

- Successfully completed O.S.S.D (Grade 12) or equivalent
- Minimum of one (1) year of related work experience, or equivalent would be considered an asset
- Possessed and maintain a valid Ontario "G2" Driver's Licence for a minimum of six (6) months in good standing
- Excellent interpersonal, communication and problem-solving skills
- The ability to work independent or in a team environment
- The ability to safely operate various pieces of equipment, i.e. Zamboni, grass cutting equipment, tractor, trucks, etc.
- Safe Ice Resurfacing Operator's Course, would be considered an asset
- First Aid and CPR Level C with AED training would be considered an asset

A detailed job description can be found on our website at: www.norwich.ca

All qualified applicants are encouraged to apply by submitting a resume and letter detailing how they meet these qualifications **by 4:00 p.m., Tuesday, July 16th, 2024**, to the attention of:

Mary Winegarden, Human Resources Coordinator
Township of Norwich
285767 Airport Road, Norwich, ON N0J 1P0
Phone #: (519) 667-2000 Ext. 7616 or Email: mwinegarden@norwich.ca

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The Township of Norwich is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility of Ontarians with Disabilities (AODA) upon advance notice of specific accommodation required.



Job Description

Community Services Operator

Part Time Position

PURPOSE

Reporting to the Property & Facilities Manager, the part time Community Services Operator is responsible for clean, safe and efficient operations to all recreational and municipal facilities, parks, cemeteries, etc. for the Township of Norwich. The duties include but are not limited to public relations, customer assistance, housekeeping, interior and exterior maintenance, room set-ups and tear downs at various halls, arena, refrigeration, parks and sport field maintenance, pool mechanical operation, minor electrical, plumbing and other required repairs. The part time Community Services Operator must be available to work days, evenings, weekends, statutory holidays and emergency call-ins as required. A Criminal Background Check and Driver's Abstract check will be required if offered employment.

SKILL & EFFORT

Education and Qualifications

- Successfully completed O.S.S.D (Grade 12) or equivalent
- Minimum one (1) year of prior related work experience; or equivalent, would be considered an asset
- Must possess and maintain a valid Ontario "G2" Driver's Licence for minimum of six (6) months in good standing
- Certification in First Aid/CPR Level C with AED would be considered an asset
- Safe Ice Resurfacing Operator's Course, would be considered an asset
- Ability to safely operate various pieces of equipment, i.e. Zamboni, grass cutting equipment, tractor, trucks, etc.
- Excellent interpersonal, communication and problem-solving skills
- Knowledge and understanding of the Occupational Health & Safety Act
- Ability to work independent or in a team environment

RESPONSIBILITY

Accountability

- Maintain and secure recreation facilities
- Identify maintenance problems
- Perform minor emergency repairs
- Follow up on work requests
- Report fire or medical emergencies
- Implementation of a preventative maintenance/life cycle program.
- Prepare facilities for special events, which include setup and teardown of tables, chairs, at various locations, etc.
- Make and maintain ice for the arena which include but are not limited to: prepare facilities for ice making; maintain, shave and flood the ice; paint the ice; operate and maintain the Zamboni
- Monitor routine maintenance and housekeeping.
- Inspect and perform minor repairs to boilers, water tanks and other equipment
- Operate landscaping and grass cutting equipment
- Parks and sport field maintenance
- Pool mechanical operations
- Ensure conservation measures are followed
- Maintain municipal grounds
- Maintain stock and inventory controls
- Identify hazard and control risks
- Maintain records
- Change lights and make other minor electrical repairs
- Perform janitorial duties including but not limited to: sweeping; mopping; polishing and scrubbing facilities and equipment
- Operator cleaning equipment
- Maintain acceptable standards for cleanliness
- Perform all other duties as required

PHYSICAL EFFORT

- Physical demands require standing, moving, walking, lifting, carrying, climbing, manage equipment and supplies.
- May have to work odd or long hours at a time to complete special requests or projects or to participate in or coordinate evening and off-hour activities.
- May work in various degrees of temperatures and weather dependent upon the task to complete at hand.

FINANCIAL

The individual in this position is responsible for receiving public skating admission fees.

SUPERVISION

Provides incidental guidance to an assistant(s) doing detailed work related to individual's position or serves as channel through which work is directed or checked.

POLICIES & PROCEDURES

The individual for this position should follow established policies and procedures.

CONTACTS

Work involves some contact with public and/or staff in a respectful and courteous manner.

WORKING CONDITIONS

Some of the work results in exposure to the discomfort of working outdoors in rain, heat, etc., use of power tools, dealing with unhygienic conditions and related conditions.