



Town of Sundre

Position Description

Position Title:	FACTILITY, PARKS and GREEN SPACE TECHNICIAN
Class:	Community Services Operator II, (CSOP II)
Reports to:	Community Services Manager
Facilities:	Town-owned and operated Indoor and Outdoor Facilities
Staff Supervised:	None
Last Updated:	November 1, 2016

Position Description:

The Facility and Green Space Technician is required to provide operational support for the Community Services department and its related Town facilities, parks and green spaces, including the maintenance and operation of basic equipment as directed by the Team Lead.

Primary Responsibilities:

Parks, Playgrounds, Ball Diamonds, Trails and Green Spaces

- Maintain open spaces and trails
- Mow grass, fertilize, aerate, top dress all turf areas
- Prune trees and shrubs
- Perform shrub bed cleanup
- General garden & landscape maintenance
- Apply application of herbicides (weed spraying)
- Brush removal
- Clean up of garbage and debris
- Assist with tree removal and the creation of new trail systems
- Remediate risk management issues related to Playground Safety
- Coordinate the removal of old and installation of new playground equipment
- Maintenance of existing playground equipment
- Ensure safe operation and maintenance of basic landscaping and gardening tools and equipment
- Perform playground equipment inspections and recommend equipment changes as needed

Greenwood Campground

- Maintain the campground, green areas, stalls, road and washrooms
- Assist camp host as needed

Arena

- Install, maintain, resurface, flood and remove of ice surfaces
- Oversee sign and decal installation
- Maintain the security system, hot water and domestic water systems
- Conduct facility cleanliness inspections
- Clean entire facility, lobby, bleachers, dressing rooms, washrooms and utility rooms as per schedule / policy
- Maintain all associated equipment such as the Ice resurfacers
- Perform snow removal and sanding for ice in entranceways, walkways and sidewalks

Facility Maintenance

- Inspect and maintain all Town indoor and outdoor facilities
- Oversee and schedule maintenance of all Town owned facilities
- Janitorial duties at Sundre Community Center
- Open, close and monitor facilities during use by groups
- Prepare facilities for various functions
- Complete shift summary in facility logbook ensuring critical information is recorded and shared with co-workers
- Perform snow removal and sanding for ice in entranceways, walkways and sidewalks

Safety

- Ensure safe and secure environment while performing department duties
- Monitor and address public space hazards
- Conduct community hazards identification and control
- Ensures public compliance with Town of Sundre policies

Other Responsibilities

- Provide support for special events
- Perform graffiti removal
- Install and remove Christmas lights and other Town displays as required
- Promote good public relations at all times
- Attain AARFP Arena Operator Level I and II, Building Maintenance Level I and II, Arena Maintenance – Olympia I and Parks & Sportsfield Operator Level I&II
- Attain CPRA Canadian Certified Playground Inspector
- Assist other Community Services and Operations departments when directed by the Community Services Manager
- Adhere to all safety guidelines in accordance with the Alberta Health and Safety Act
- Participate in the Town's Emergency and Disaster Preparedness Programs

Preferred Qualifications:

Education and Experience

- High school diploma or G.E.D
- Building Maintenance Level I and II or equivalent combination of experience and technical skills
- Arena Operator Level I and II or equivalent combination of experience and technical skills
- Arena Maintenance Olympia, Operator I or equivalent combination of experience and technical skills
- Turf grass Management Certificate or Diploma or equivalent combination of experience and technical skills
- Arboriculture Certificate or equivalent combination of experience and technical skills
- Knowledge of the Alberta Weed Act and associated Regulations
- Canadian Certified Playground Inspector (CPRA)
- Parks and Sports Field Maintenance Level I and II or equivalent combination of experience and technical skills
- Landscaping and gardening experience
- Valid emergency First Aid and WHIMS certification
- Clean Valid class 5 operator's license with no conditions
- Clean Criminal Record and Vulnerable Sector Check

Skills and Abilities

- Good interpersonal and written communication skills
- Ability to work independently with minimal supervision
- Ability to operate mowers and other small machinery and equipment
- Ability to operate and maintain equipment related to responsibilities
- Proficient organizational and multi-tasking skills
- Ability to perform manual labour with hard lifting, loading and heavy objects
- Competent working knowledge of MS Office suite and MAC computer technology
- Ability to work shift work including evenings and weekends and be available for the on-call schedule

Working Conditions:

- Required to perform duties in all weather conditions
- Required to wear safety equipment and observe recognized safety practices
- Use of department vehicles will be required
- Required to perform heavy lifting and work at various heights
High contact with the public

Please sign and acknowledge your responsibilities laid out in the job description

Manager name:	Employee name:
Manager signature:	Employee signature:
Date:	Date: