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## Town of Blackfalds

### Position Description

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<b>Title:</b>	Parks/Facilities Labourer
<b>Reports To:</b>	Facilities and Parks Foreman
<b>Direct Reports:</b>	None
<b>Position Summary:</b>	Responsible to carry out assigned tasks related to the maintenance of all municipal parks, facilities, playgrounds, sports fields, tennis courts, green spaces, boulevards, trails and other open spaces. Incumbents work under supervision and receive instructions either verbally or written from the Foreman or Senior Staff. Ability to operate a variety of trucks & equipment that are used in all areas of parks operations and to fulfill standby duties on a rotational basis, enhancing customer service levels and maintaining municipal assets. Ensures the safe use and operation of small and large equipment and vehicles by staff and yourself. Promotes and participates in the Town Safety program and practices.

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### Required Knowledge, Skills and Abilities

- Proven ability to deal directly with staff and public in a courteous and friendly manner.
- Solid planning, organizing and problem-solving skills.
- Commitment to continuous improvement and excellent customer service.
- Good communication skills and an ability to understand and carry out verbal and written instruction.
- Must be a reliable team player and the ability to work with and without direct supervision.
- Proficient time management skills and flexibility in adjusting between a variety of duties

## Position Requirements

- Carries out assigned tasks such as mowing, trimming, seeding, watering, planting, pruning, fertilizing, weeding, leaf and litter removal, and other duties as required.
- Assists in the operation of the Multi-Plex for spring and summer activities like lacrosse and ball hockey
- Assists in arboricultural activities that may include pruning, climbing, rigging, cabling, operation of aerial bucket truck, chipper, stump cutter, various mechanized tree-cutting tools, monitoring and treatment of pests and weeds.
- Assists with inspection of trees and shrubs for any health and safety issues while doing routine maintenance.
- Operates a variety of specialized power and light hand tools to perform manual tasks and required to drive light vehicles.
- Minor services of vehicles (check oil and fill fuel tanks).
- Ensures the citizens of Blackfalds and its visitors receive an improved quality of life by providing safe, clean, outdoor facilities and open spaces.
- Maintains the sports fields, tennis courts, playgrounds, boulevards and other open spaces, ensuring that these spaces are safe and meet required standards by performing weekly safety and level of service checks including: garbage removal (above ground and in-ground receptacles), graffiti removal, etc.
- Carries out all tasks and projects within Occupational Health and Safety standards and municipal policies and procedures.
- Maintains and supports a positive and proactive Customer Services philosophy throughout the Department.
- Performs other related duties as required or assigned by Senior Staff and Parks and Facilities Foreman

## Preferred Education and Experience

- Minimum Grade 12
- Valid Class 5 driver's license (preference Air Brake endorsement) with current Driver's Abstract showing  $\leq 6$  demerits
- Ability to operate light machinery

## Physical Demands

- Candidate should be physically fit and able to lift 50 lbs.
- Be physically able to bend/squat/stand/kneel/walk for extended periods at a time outside in various weather situations



- Physically fit to perform planting, pruning, weeding and leaf and litter removal

### **Work Environment**

- Outside environment with expectation to work in various weather conditions (heat, cold, rain).
- Very dynamic work environment.
- The noise level in the work environment is quiet to loud dependent on which equipment utilized
- Working safely with a variety of light machinery and equipment

### **Conclusion**

This position description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This position description is intended to convey information essential to understanding the scope, the general nature and level of work expected to be performed.



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**CAO**



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**Director of Community Services**

Approved/Revision Date: February 11, 2019

