



## Parks and Facilities Operators (MT II)

Three (3) Positions Available

### The Opportunity

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

### The Portfolio

Reporting to the Parks and Facilities Supervisor, the Parks and Facilities Operator is primarily responsible for the day-to-day operation, maintenance of the Arena Community Centre and surrounding facilities on site. This position frequently interacts with the public and community organizations at the facility, and addresses matters as they arise pertaining to operations and maintenance. The Parks and Facilities Operator also completes maintenance and/or operational services related to parks and playgrounds, sports fields and courts, outdoor swimming pool, beaches, community recreation centers and other facilities within the Parks Departments scope. This position also supports formal gardens and beautification plantings, tree planting and green space maintenance.

### The Candidate

As a candidate for this position, you hold a Secondary School Diploma and have at least two (2) years of recent, relevant experience in a similar role, particularly with arena operations. You are skilled in operating maintenance tools and equipment, including but not limited to turf maintenance machinery and landscaping and park maintenance equipment. Additionally, you possess knowledge and/or hands-on experience in parks, landscaping, and horticultural operations.

### Working for the Town of Grimsby

The Town of Grimsby offers candidates for this position a competitive employment package that includes an hourly range between **\$27.41 and \$33.35** and a comprehensive benefits plan. **We are hiring 3 (three) Parks and Facilities Operators (MT II). Two (2) are permanent full-time status and one (1) is a temporary full-time contract for up to nine (9) months.**

The Town of Grimsby is a progressive employer committed to supporting employees' work-life balance while also fulfilling business goals and providing a high-performance work environment. The Town also supports the health and wellness of our employees; a commitment that is

demonstrated through free access to Town recreation facilities for employees and flexible working arrangements.

If you are excited by this opportunity, we are excited to hear from you! We invite you to submit your application to [hr@grimsby.ca](mailto:hr@grimsby.ca) **April 11, 2025 at 4:30 PM**. Please quote the posting number in the subject line.

A full job description can be found below or visit [www.grimsby.ca](http://www.grimsby.ca) under “Career Opportunities”.

**Posting #: 29-2025**

*We thank all applicants for their interest, however only those selected for an interview will be contacted.*

*Consistent with our values and corporate culture, the Town of Grimsby is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. The Town of Grimsby will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process up to the point of undue hardship. If you require accommodations, please contact Human Resources ([hr@grimsby.ca](mailto:hr@grimsby.ca)) to make appropriate arrangements.*

*The Town of Grimsby may use AI (Artificial Intelligence) in the recruitment process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.*

*Be advised that the Town of Grimsby’s Human Resources department frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information provided at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline up to and including termination.*



## **JOB POSTING**

# **Parks and Facilities Operator (MT II)**

Community Services

### **1. Facility Operations and Maintenance (50%)**

- 1.1 Responsible for Arena operation and maintenance including but not limited to ice resurfacing and maintenance of the community center and outdoor rink, making and removing ice, ice resurfacer maintenance, monitoring and operational requirements of the refrigeration systems and equipment inspections and repairs.
- 1.2 Monitors building systems (e.g. fire system, elevators, mechanical equipment)
- 1.3 Responsible for facility janitorial duties such as stocking of soaps and toiletries, cleaning of walls, floors, and toilets, urinals, mirrors, countertops, sinks etc.
- 1.4 Maintains facilities and equipment for safety and enjoyment of users in various assigned municipal facilities, responding to patron needs as required. Includes gym equipment maintenance.
- 1.5 Oversee the regular operation of the Peach King Centre during off hours and weekends as well as during special events when supervisory staff are absent.
- 1.6 Delegates duties to part-time and student workers during arena operations.
- 1.7 Prepared to carry out emergency protocols of the facility including evacuations, alerts, medical assistance etc.

### **2. Parks and Open Space Operations and Maintenance (25%)**

- 2.1 Provides grass cutting and trimming of all parks, sport fields, all municipal buildings, and other green spaces.
- 2.2 Provides maintenance support for the upkeep of the outdoor class A pool, as well as splash pads.
- 2.3 Periodically performs winter maintenance duties such as snow plowing, sanding/salting and shoveling of municipal building parking lots and roadways, sidewalks, entrances, parks and arenas.
- 2.4 Carries out planting and upkeep of gardens (annuals, perennials)
- 2.5 Responsible for parks tree maintenance and planting of new trees.
- 2.6 Responsible for Parks' waste collection and disposal.
- 2.7 Performance maintenance of Baseball Diamonds: includes fencing, benches, bleachers, drainage, maintain dugouts, parking lots, and other buildings on site.
- 2.8 Inspect and maintain irrigation systems for various sports fields and facilities.

### **3. Inspections and Administration (10%)**

- 3.1 Performs regular inspection duties of the arena facilities and equipment, maintaining inventory lists and completing shift log reports as assigned by supervisor.
- 3.2 Maintains and inspects assigned, various regulated equipment which can include play structures including paint, repair or replacement as needed to ensure safety of equipment (inspections of various regulated equipment to oversee).
- 3.3 Maintains inventory of items for the division as required, and support product ordering and receiving.

- 3.4 Meets with various agencies and contractors dealing with arena-related operations (Public Health Department, TSSA etc.)

#### **4. Customer Service (10%)**

- 4.1 Provides customer service while supervising facilities outside of regular working hours and weekends, including dressing room assignments, interacting with user groups and members of the public.
- 4.2 Maintains effective and cooperative communication with the public as well as exchanging information on assigned duties and work with other staff members.
- 4.3 Assists occasionally with the reception area, which could include answering phones, taking messages and payments.
- 4.4 Addresses facility and site concerns and works with community user groups and the general public to resolve issues.

#### **5. Other Duties (5%)**

- 5.1 Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures and guidelines.
- 5.2 Provides operational and maintenance support to special events and activities from time to time (Community Services events and activities as well as corporate events). This may include set up, tear down assistance, and providing site operations and maintenance support.
- 5.3 Other related duties, as assigned.

### **The successful candidate will possess the following:**

#### **Education**

- Secondary School Diploma.

#### **License, Registration and Training**

- Basic Refrigeration certificate.
- Valid and unrestricted Class "G" Driver's License.
- Police Vulnerable Sector Check (Level 3) or Judicial Matters Check to the satisfaction of the Town.
- Standard First Aid and CPR/AED certification.

#### **Experience**

- Two (2) years of recent related experience in a similar role.
- Experience with arena operations.

#### **Knowledge/Skills/Abilities**

- Demonstrated experience in operating maintenance tools and equipment including turf maintenance machines, ice resurfacers, landscaping and parks maintenance equipment.
- Knowledge of facility maintenance systems and facility maintenance requirements including inspections, general repairs and general facility standards.
- Knowledge of parks, landscaping and horticulture operations including sports field

- maintenance, gardening and tree maintenance
- Demonstrated ability to provide good customer service and to be part of a staff team
- Working knowledge of databases and Microsoft Office Suite including Outlook, Word and Excel.

A combination of education, training, and experience may be considered.