



Selwyn Township Job Description

Position: Grounds Maintenance Attendant (Seasonal)	Page: 1 of 2
Reports To: Recreation Facilities Supervisor	Date: January 2025
This Job Description is: ___ New _x_ Existing ___ Revised	

Job Summary:

To maintain parks and designated Township properties

Duties and Responsibilities:

1. Maintains properties, including grass cutting, tree trimming, edging, litter pick-up, etc., to a schedule or level of service, as directed or approved, by the Recreation Facilities Supervisor.
2. Ensure festivals and events are set up and cleaned up, as directed by the Recreation Facilities Supervisor.
3. Records and communicates to the Recreation Facilities Supervisor or designate any incidents or situations that may hazardous to the public.
4. Responsible to immediately advise the staff person on call of emergency situations or equipment breakdowns.
5. Ensures public safety at all times by following safety procedures and eliminating hazards.
6. Responsible to adhere to the Occupational Health and Safety Act and the Township's Organizational Policy.
7. Other duties as required.

Supervision:

This position does not require the incumbent to supervise or direct the work of others.

Contacts:

Internal: With the Recreation Facilities Supervisor, and co-workers for the purpose of obtaining and sharing information to complete work assignments.

Township of Selwyn Job Description	
Position: Lakefield Marina Dock Attendant (Seasonal)	Page: 2 of 2

External: With the general public to provide information, ensuring polite and tactful relations.

Working Conditions:

Requires good physical condition with the ability to handle some physical efforts and exertion.

Job Knowledge:

Grade 12 Secondary Education Diploma.

Good communication skills and ability to deal with the public.

Requires a valid class "G" drivers licence.

Prior experience with parks and facility maintenance considered an asset.

Key Competencies:

- Adaptability/Flexibility
- Customer Focus
- Communication
- Interpersonal Skills
- Teamwork and Cooperation