

## Selwyn Township Job Description

Position: <b>Parks Attendant (Summer)</b>	Page: 1 of 2
Reports To: Recreation Facilities Supervisor	Date: January 2026
This Job Description is: ___ New ___ Existing <u>_x_</u> Revised ___ Rescinded	

### **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 be hazardous to the public.
4. Responsible to communicate in a timely manner, with the Recreation Facilities Supervisor or designate, advising of any issues and/or matters requiring attention, including but not limited to complaints brought forward by residents and users of the parks and facilities.
5. Operates and maintains in a safe and efficient manner all of the tools and equipment for groundskeeping, parks and outdoor facility maintenance including; string trimmers, lawn mower, ride-on lawnmowers, hedge trimmers, etc.
6. Responsible to inspect grounds and parks on a daily basis and reports any problems or emergency situations directly to the Recreation Facilities Supervisor and/or Manager of Recreation Services.
7. Ensures public safety at all times by following safety procedures and eliminating hazards.
8. Responsible to immediately advise their supervisor of emergency situations or equipment breakdowns.
9. Responsible to adhere to the Occupational Health and Safety Act and the Township's Organizational Policy.
10. Performs other duties and carries out special projects, as assigned.

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11. Ensures public safety at all times by following safety procedures and eliminating hazards.
12. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
13. Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health and Safety Policy and any other relevant policies/legislation.
14. Performs other duties and carries out special projects, as assigned.

**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.

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" or "G2" driver's license.

Prior experience with parks and facility maintenance considered an asset.

**Key Competencies:**

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