

Yarmouth Recreation

Recreation Facility Assistant (Full Time -Seasonal)

Description:

Under supervision of the Facilities Coordinator, the Recreation Facility Assistant will perform operational and maintenance duties at facilities and recreation areas managed by Yarmouth Recreation. This is a “hands on” position.

Rate of Pay:

\$18.50 /hr (35 hours per week)

Duties & Responsibilities:

- Operation and general maintenance, repair, and upkeep of Municipal recreation facilities including buildings, grounds, sports fields, trails, and equipment.
- Regular inspection of facilities for fire, security, sanitary and safety hazards.
- Preparation of facilities for community use.
- Care and maintenance of equipment used for work.
- Operate Vehicles, tools and equipment in a responsible manner and protect against damage and loss
- Maintain accurate records and reports.
- Ensure that all safety procedures are followed at all times while at work.
- Assist with administrative duties associated with facility bookings, purchasing supplies and budget management.
- Assist in hiring, training, and providing leadership for seasonal Operations and Maintenance staff.
- Coordinate activities with other departments to facilitate efficient repair/improvement tasks with minimal interference/interruption to users

Minimum Requirements:

Must possess a valid Class 5 Nova Scotia Driver’s license.

Certification in Emergency First Aid and WHMIS, (will be provided if not currently certified)

Computer knowledge, including basic word processing, spreadsheets, and the ability to master job-specific software.

Supervisory and managerial experience would be an asset

Education and Experience:

Experience in commercial trades (plumbing, electrical, carpentry), landscaping or grounds keeping is acceptable

Work Hours:

The normal working hours would be 8:00 am to 4:00 PM Monday to Friday. In addition, there may be occasional evening and weekend work requirements. Compensation for overtime would be provided as equivalent time off.

Environment:

The position requires work outdoor (in all weather conditions) and office environments as well. Tasks require manual agility and the ability to use hand and power tools safely (e.g., drills, saws) and operate equipment (e.g., tractor, snow plow truck, zero turn mower). Some tasks require climbing ladders, kneeling, bending, and moderate lifting up to 50 pounds.

Information for Application Process

* Employment information is subject to change due to budgetary limitations or scheduling changes.

**Applications must include current RCMP screen and Vulnerable Sector check.

To apply, please contact Yarmouth Recreation at the Yarmouth Municipal Office,
932 Hwy#1, Hebron, NS B5A 5Z5
902-742-8868

Contact John D'Arcy: john@district.yarmouth.ns.ca

Deadline to apply: Friday, May 13, 2022

****This position may have the opportunity to become a permanent Full Time Position.***