



Township of Seguin **Seasonal Grounds Maintenance/Custodian**

Join our dynamic and innovative team in Seguin Township.

You will work in a friendly challenging setting, committed to fostering professional growth while supporting work-life balance.

The Township of Seguin is a thriving and growing municipality located in the heart of cottage country. Seguin is home to 5,280 permanent residents with a seasonal increase to over 15,000 residents during the summer months. With 186 lakes of all sizes and the pristine beauty and tranquility of our natural environment, Seguin Township is truly "The Natural Place to be".

The Township is currently seeking a motivated individual, operates equipment to maintain municipal parking lots, grounds and buildings. Cleans and maintains facilities and public outdoor spaces.

Under the direction of the Community Services Supervisor, you will assist in maintaining municipal properties; including winter operations by keeping municipal parking lots and walk ways clear of snow and ice as winter circumstances warrant. You will also interact with the public by providing information and assistance pertaining to rentals of municipal facilities.

You must have excellent verbal and written communication skills and have good attention and visual alertness. Familiar with using and maintaining equipment such as tractors, mowers, weed eaters, snow blower, plow and sander etc. would be considered an asset.

Must have a minimum G driver's license, (DZ preferred) with a clean driving record.

Compensation: \$23.11/hr to \$26.06/hr (under review), 40 hour work week.

If you would like to be considered for this challenging position in a forward-thinking organization, please email your resume to cdixon@seguin.ca Posting will remain open until filled.

Seguin Township is committed to the health, safety and well-being of our workplaces and feel vaccination is a key element in the protection of employees against the hazard of Covid-19. All new employees must comply with the mandatory vaccination policy as a condition of employment and must disclose vaccination status prior to commencing employment.

Seguin Township is an equal opportunity employer and is committed to diversity and inclusion in our workplace. We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility and candidate selection and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act. Accommodations for persons with disabilities will be provided throughout the recruitment process to support candidate participation.



Community Services Maintenance Operator/Labourer Seasonal Position

Department: Community Services
Reports To: Supervisor Community Services
Location: Humphrey Community Centre, 15 Humphrey Drive
Salary Category: 3 – 40 hour work week
Review Date: 7 October 2022

Position Summary:

Operates equipment to maintain municipal parking lots, grounds and buildings. Cleans and maintains facilities and public outdoor spaces.

The Township of Seguin expects all employees to work in an environmentally friendly way in all the tasks that they do; to work in a manner that is safe for themselves and others and to be aware of their health & safety obligations; to continually look for opportunities to improve their job that will result in excellence in municipal government; and to recognize the uniqueness of the individuals they come into contact with and to treat them with dignity and respect.

RESPONSIBILITIES:

Customer Service

1. Liaises with ratepayers to communicate information, resolve problems and promote the Township.
2. Monitors township activities on the way to and from work sites, identifies issues and notifies the supervisor.
3. Provides assistance to user groups with scheduled functions.

Equipment Operation and Maintenance (Winter Season)

1. Provides experienced snowplowing and sanding services on both gravel and hardtop municipal parking lots.
2. Will be called out to plow by Public Works Department or the Community Services Supervisor.
3. Shovels snow and operates snow blower to keep walkways around various Municipal buildings clear of snow and ice as winter circumstances warrant.
4. Maintains Humphrey Nature Trails by grooming and conducting safety checks.

5. Operates backhoe to load plow truck with sand.

Grounds and Park Maintenance (Summer Season)

6. Operates a variety of parks and lawn maintenance equipment and performs minor repairs.
7. Maintains Humphrey Nature Trails by clearing branches & brush, building & repairing bridges, and conducting safety checks.
8. Installs and removes docks, dock ladders and rafts.
9. Assists with the maintenance of docks and other small construction projects.
10. Maintains the appearance of planters, flower baskets & boxes, benches and other ground features by cleaning, weeding, watering, planting, replacing or making repairs.
11. Maintains the appearance of cemeteries and parks by grass cutting, edging, laying sod and raking.

General Duties

12. Cleans and maintains facilities inside and outside at various Township facilities.
13. Conducts circle checks to verify that vehicles are in running order per CVOR requirements and performs minor vehicle maintenance (change bulbs, grease, clean vehicles etc.).
14. Fills out daily duty status sheets and required Seguin administration sheets.
15. May assist with Arena Operations.

Administration/Other

16. Complies with Seguin Township policies and procedures.
17. Keeps accurate and appropriate records on building maintenance.
18. Able to work flexible hours as required.
19. Other duties as assigned.
20. Must wear CSA approved work boots.
21. Must be able to work in inclement weather.