



Position: Full-Time Community Services Operator

Salary Range: \$62,153 (29.88/hr) - \$70,628 (33.96/hr) (2024)

Closing Date: December 4, 2024

Location: Seguin Township Arena, 15 Humphrey Drive

Position Overview

Under the leadership of the Supervisor and the Director of Community Services, the Community Services Operator will maintain and provide custodian duties at the arena and municipal buildings, parks, cemeteries, beaches and boat launches. Including but not limited to the operation of the ice resurfer and edger to maintain the ice surface as well as monitor refrigeration equipment in the arena. The Community Services Operator will communicate and maintain working relationships with volunteers, user groups, staff and the public.

Why Work with Us

Guided by a key foundation of our [Strategic Plan: to 2026 & Beyond](#), Seguin Township has an ongoing commitment to “recruit, develop and retain a diverse and high-performing team, focusing on knowledge transfer and succession planning.” This has created a dynamic and innovative team and a positive workplace culture. Seguin Township offers:

- A comprehensive benefit package
- OMERS pension plan
- Ongoing professional development

About Seguin Township

Seguin Township, located in the District of Parry Sound, boasts breathtaking natural landscapes, including rugged trail systems, expansive shorelines and 186 lakes. As one of the fastest-growing small municipalities in Ontario, Seguin Township is committed to innovation and responsible growth that protects the natural environment.

How to Apply

Please email your resume to careers@seguin.ca.

Seguin Township welcomes and encourages candidates from First Nations, Métis and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities. Seguin Township is committed to providing accommodation for people with disabilities. Upon request by the applicant, accommodation will be provided in all parts of the hiring process. 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.

• 5 Humphrey Drive, Seguin

• www.seguin.ca

• Lead. Grow. Connect



Community Services Operator

- Department:** Community Services
- Reports To:** Supervisor of Community Services
- Location:** Humphrey Community Centre, 15 Humphrey Drive
- Salary Category:** Category 4, 40 hour work week
- Review Date:** 26 June 2023

Position Summary:

Operator of municipal arena, as well as maintains all township owned grounds and buildings.

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. Works with user groups to implement Community Services policies, communicate information and resolve problems.
2. Develops and maintains working relationships with volunteer groups, staff and the public.
3. Sets up and tears down for municipal events.

Facility Maintenance/Winter Maintenance

4. Maintains all Township facilities, parks, cemeteries, open spaces, leisure trails, boat launches and sport fields in a manner appropriate for public use.
5. Maintains and provides custodian duties of the arena and municipal buildings in a clean and safe manner including sweeping and washing floors, cleaning washrooms, cleaning dressing rooms, bleacher areas, hall and lobby.
6. Identifies and troubleshoots mechanical and technical problems. Maintains compressors and condensers with CIT certification, completing scheduled checks, logging findings and troubleshooting problems.
7. Operates the Ice Resurfacers and Ice Edgers to maintain the ice surface.
8. Monitor refrigeration equipment and provides limited maintenance as required.

9. Removes snow and ice from facilities.
10. Provides snowplowing and sanding services on both gravel and hardtop municipal parking lots. If DZ licensed may operate tandem truck on occasion for snow removal and widening of parking lots
11. Shovels snow and operates snow blower to keep walkways around Municipal buildings clear of snow and ice as winter circumstances warrant.
12. Participates in renovation projects as specified by the Community Services Supervisor.
13. Performs all types of construction activities such as building decks and docks, laying tiles, minor plumbing repairs, painting, roof repairs & shingles, hanging ceilings and laying blocks.
14. Cuts grass, prunes trees, plants flowers, weeds, and completes all other outside maintenance tasks.
15. Installs, inspects, and repairs playground and beach equipment such as docks, rafts, ladders, and beach houses.
16. Conducts pre-operational checks on equipment and cleans, lubricates and fuels all equipment.
17. Performs minor repairs on all equipment.
18. Assist in the collection of water samples and documenting results of testing.
19. Provides assistance in maintaining UV systems.
20. Order supplies to maintain operation of facilities in conjunction with the Community Services Supervisor.

Cemetery

21. May assist with a variety of work at various Seguin cemeteries, including marking out for burials and staking for headstones and corner markers. Also, may assist with digging of cremation and casket burials.

Other:

22. Complies with Seguin Township policies and procedures.
23. Performs other related tasks as assigned by management.