

Township of Southgate

Job Description

Date of Update: May 2026	Recreation Operator Seasonal
------------------------------------	-------------------------------------

Section A: Position Description

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Job Title: Recreation Operator (Seasonal)	Supervisor's Job Title: Facilities Manager
Standard hours of work per week: 40 hours per week from May to September Weekend shifts required	Eligibility to Group Insurance: No Eligibility to OMERS: Yes (NFT)
Locations of Position: Dromore Park Proton Station Holstein Park Hopeville Park Pat Dales Memorial Park Swinton Park Community Centre Dundalk Memorial Park Dundalk and District Community Centre	Department/Division: Recreation
Employment Status: Seasonal hourly position	Pay Band: 13

2) Scope of Position (A maximum of three sentences.)

Under the direction of the Facilities Manager, the Seasonal Recreation Operator will ensure the safe and efficient operation of the Municipal Facilities (as defined).
--

Key Responsibilities	Tasks	Percent of Time
Operations	<ul style="list-style-type: none"> - Ensure effective day-to-day operation and function of the facilities, including related grounds, are in accordance to approved policies and procedures. - Ensure activities and functioning of facilities are consistent. - Maintain safe and secure procedures. - Maintain cleanliness of the facility. 	
Maintenance	<ul style="list-style-type: none"> - Cutting and trimming grass. - Preventative maintenance including painting and minor repairs. - Maintenance of gardens including planting, weeding and watering. - Landscaping. - Ball diamond dragging. - Cleaning of municipal facilities. - Operates tractors/mowers and weed trimmer. - Sign installation and, maintenance, guidepost repair, etc. - Repair of small equipment and some building repairs. - Maintain inventory of supplies and equipment. 	
Other	<ul style="list-style-type: none"> - Performs all other duties as assigned by Supervisor. - Represents the Municipality when performing day-to-day duties (i.e. contact with public). 	

Section B: Skills

1) Formal Education and External Training

Highest level required <input checked="" type="checkbox"/> High School <input type="checkbox"/> Vocational School <input type="checkbox"/> Community College <input type="checkbox"/> University Degree <input type="checkbox"/> Individual Courses	Specific Specialty or Degree? (List)
License or Professional Designation	
Is it a requirement of your job to keep "up-to-date" by reading or taking	

courses/seminars?

Yes No

Discuss:

Required to attend training related to the Facilities Operator Position.

2) Required On-The-Job Training

Specific Internal Training	Months to Complete
<ul style="list-style-type: none">Specific mechanical operations of Southgate facilities	Within first month

3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none">Equipment operation.	1
<ul style="list-style-type: none">Facility maintenance operation	1

4) Other Key Skills:

<ul style="list-style-type: none">Computer skills.Good communication and interpersonal skills.

5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.)	Occasionally		
Co-workers (other dept.)	Occasionally		
Supervisor (my dept.)	Occasionally		
Supervisor (other dept.)	N/A		
Depart. Head (my dept.)	Occasionally		
Depart. Head (other dept.)	N/A		
Staff in other municipalities	N/A		
CAO	N/A		
Ratepayers	Continuously		
Children/Students	Continuously		
Seniors	Occasionally		
Supplier	N/A		

External Contacts	Frequency	Purpose	Method
General Public (Not residence)	Frequently		
Business representatives	N/A		
Consultants, Engineers, Planners, etc.	N/A		
Auditors	N/A		
Solicitors	N/A		
Funding Organizations	N/A		
Government Officials	N/A		
Boards	N/A		
Council (your own)	N/A		
Council (other municipalities)	N/A		
Media	N/A		
Ratepayers Groups	N/A		

Interpersonal skills:
 Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; resolving conflicts (major or minor); identifying needs; persuading; mediating.

6) Decision Making

- Responsible for decisions concerning daily activities.
- Risk management.

7) Problem Solving Responsibilities

- Minor repairs to equipment and facilities.
- Identify problems and relay to supervisor.

8) Equipment & Technology Utilized

- Computer
- Lawn mowers, trimmers, etc.

Section C: Responsibility

4) Program Delivery

- Ensure effective day-to-day operation and function of the facilities, including related grounds, are in accordance to approved policies and procedures.

2) Impact and Accountabilities

Work performed contributes to the safety of users and the general public.

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
N/A	
Indirect Subordinates – Job Titles	Number of Staff
N/A	
Provides training/instruction to others – Job Titles	Number of Staff
N/A	

4) Material and Information Resources

Use and maintain small equipment.

5) Financial Resources

Handle monies from users.

Section D: Working Conditions

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting		x			
Standing			x		
Noise Exposure					x
Adverse Temperature				x	
Pushing/Pulling			x		
Lifting/Carrying			x		
Dust				x	
Odors				x	
Other (Specify) Physical Aspects Chemicals				x	

2) Health & Safety Hazards

- Small equipment.
- Violence.

Health and Safety Responsibilities

- Ensure safe conditions are present to avoid harm to facility users.
- Implement and maintain building security procedures, including Emergency Action Plans and property damage prevention.

3) Travel

Travels within Township. May travel outside of Township to attend training.

4) Driving

- Pickup truck.
- Tractors & lawnmowers

5) Mental Environment

- Frequently dealing with general public utilizing the facilities.

Section E: Effort

1) Mental Effort

- Constant awareness of changing situations.

2) Physical Effort

- Physically capable of lifting, climbing, cleaning of building.

Section F: Additional Information

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs

known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____