

RECREATION LABOURER MUNICIPAL DISTRICT OF GREENVIEW

DEPARTMENT: Recreation Services

LOCATION: Grande Cache, AB

STATUS: Accepting applications until a suitable candidate is found

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farmland, tourist destinations, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce, and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks, and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Recreation Labourer is responsible for the safe care and control of all Recreation Facilities within the Municipal District of Greenview assisting with construction projects, inspections and assisting with Recreation building maintenance and various Recreation Facilities and Outdoor Maintenance projects. The Recreation Labourer will also perform some snow removal and will be responsible for overseeing the public on Recreation properties.

- Assist with minor maintenance and repairs in and around various Municipal Recreation facilities as directed by the Recreation Operations Supervisor.
- Assist with scheduled ice maintenance and recreation system inspections.
- Perform inspections for all recreation equipment in Municipal buildings as directed.
- Responsible for snow removal to permit safe access to and from parking lots and doorways for all Municipal owned and operated recreation buildings.
- Playground maintenance and cleanup of Greenview recreation properties.
- Assist with project upgrade supervision.
- Complete miscellaneous construction projects
- Operate various small recreation equipment, skid steer, ariel lifts Zamboni operations.
- Perform a wide variety of labour-related duties.
- Perform work with limited supervision.
- Perform other duties as directed by the Supervisor.
- Attend position-related seminars/courses as directed by the Supervisor.
- Ensure adequate equipment, training and supplies are available to do a task safely and efficiently.
- Provide exceptional customer service to both internal and external customers.
- Troubleshoot malfunctions and call for repairs.



- Ensure accurate department records are maintained.
- Work in a safe manner.
- Ensure safety standards, guidelines and procedures are followed.
- Ensure risk management rules are followed.
- Follow all MD policies, procedures and guidelines.
- Follow all provincial and federal regulations, acts and guidelines.
- Perform general labour duties as required.
- Direct contractors as required.
- Assist with the delivery and / or redirection of freight to various locations as required.
- Provides reports and recommendations to Administration on policy, procedures, and programs for accomplishing the approved objectives of the department.
- Required to keep abreast of any workplace changes.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- To perform this job successfully, the individual should be able to perform the duties listed above to a high degree of quality, timeliness, and precision.
- Ability to support staff and sustain optimum productivity.
- Ability to work cooperatively in a positive team environment, also share work expertise and knowledge.
- A constant awareness of the customers, both internal and external.
- A positive and supportive approach to effective interpersonal skills.
- A high degree of integrity and professionalism is necessary.
- Basic equipment operations and maintenance.
- Basic tool operations and maintenance.
- Valid Alberta Driver's License, minimum Class 5.
- Have physical strength, agility, and coordination sufficient to perform tasks.
- Proficient and knowledgeable of WHMIS and Alberta Occupational Health and Safety (OH & S). regulations that apply to this position.
- Valid first aid certification.
- R.C.M.P Criminal Record Check.

SKILLS REQUIRED:

- Good verbal and listening communication skills.
- Must be self-motivated, and able to work with minimal supervision.
- Knowledge of working with and maintaining of power tools and hand tools.
- Knowledge of equipment operation.
- Use and operation of a vehicle and trailer.
- Mechanical aptitude.
- Ability to interpret, implement and adhere to organizational policies and procedures.



WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Moderate physical effort; occasional heavy lifting.
- Extensive periods of standing.
- Exposed to working in a high noise environment.
- Subject to working in outdoor environment - heat, cold, dry, dusty and/ or wet conditions as well as insects, bees, and wildlife.
- Hazards associated with working on or alongside roadways.
- Normal working day consists of 7.5 hours (including evening and weekend shifts); however occasional overtime may be required.

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with the Municipal District policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

HOW TO APPLY:

Interested candidates may submit cover letter (stating the position you are applying for) in one of the following ways:

E-mail: careers@mdgreenview.ab.ca (please quote the position in the subject line)

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079
Valleyview, Alberta T0H3N0

While we truly appreciate all applications, only those selected for an interview will be contacted.

