

## **Parks & Recreation Department**

### **Parks & Recreation Department–Parks & Facilities labour (1) Minimum wage**

Position Dates: mid-April 2018– September 2018    Hours of Work: 35 hours per week (approximately)

Qualifications/Experience Required:

- Valid Ontario Drivers License Class “G”
- Current CPR/Standard First Aid
- Current WHMIS Certification
- Experience with grass cutting and trimming (experience with zero turn mower preferred)
- Experience in maintenance/repairs to small engines (mowers and trimmers)
- Experience in trailering small equipment (load securement training preferred)
- Experience in building maintenance and cleaning
- Excellent public relation skills
- Ability to work on own with limited supervision
- Experience in supervising and directing support staff
- Safe lifting practices (lifting will be required)
- Position will require evening and weekend work
- Successful proponent will be required to provide a criminal record check.

Duties include co-ordinating grass cutting and trimming, recycling and general maintenance of Township parks, cemeteries and Robert Johnston EcoForest Trails, facility rental set-up and responsible for the facility during the rental

For more information please contact Brian Millett, Manager of Recreation Facilities at 705-652-8392 Ext. 215, e-mail: parksandrecreation@dourodummer.on.ca

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### **Parks & Recreation Department - Community Centre Labourer - Arenas (1)**

\$16.87 per hour.

Position Dates: September 2018 – March 2019

Hours of Work: As scheduled

Qualifications/Experience Required:

- Valid Ontario Drivers License Class “G”
- Current CPR/Standard First Aid
- Current WHMIS Certification
- Experience in ice maintenance and knowledge of refrigeration systems
- Experience in operating ice resurfacers and ice edgers
- Experience in building maintenance and cleaning
- Ability to work on own with limited supervision
- Experience in supervising and directing support staff
- Excellent public relation skills
- Safe lifting practices (lifting will be required)
- Position will require evening and weekend work

- Successful proponent will be required to provide a criminal record check.
- Proven ability to use Microsoft Suite of Computer Software

Duties include ice maintenance, operation of ice resurfacer, cleaning of dressing rooms, support to additional part-time staff, rental set-up and responsible for the facility during the rental.

For more information please contact Brian Millett, Manager of Recreation Facilities at 705-652-8392 Ext. 215, e-mail: [parksandrecreation@dourodummer.on.ca](mailto:parksandrecreation@dourodummer.on.ca)

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## **Public Works Department**

### **Public Works Department - General Labourer (1) \$16.87 per hour**

Position Dates: – May 1, 2018 to October 31, 2018

Hours of Work: Monday – Thursday 7:00 a.m. – 4:00 p.m. and Friday 7:00 a.m. – 12 Noon (regular hours). This position may include overtime hours.

Qualifications/Experience Required:

- Valid Ontario Drivers License Class “G”- DZ licence preferred.
- Current CPR/Standard First Aid
- Current WHMIS Certification
- Safe lifting practices (lifting will be required)
- Welding experience would be an asset (please provide documentation)
- Successful proponent will be required to provide a criminal record check.

Duties will include flagging, general labour, repairs, washing vehicles, patching roads, and other duties as may be assigned.

For more information about these positions, please contact Harold Nelson, Manager of Public Works at 705-652-8402, email: [publicworks@dourodummer.on.ca](mailto:publicworks@dourodummer.on.ca).

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### **Public Works Department - On-call Equipment Operators (3) (\$24.47 per hour)**

Position Dates: 2018/2019 season

Hours of Work: on-call position

Qualifications/Experience Required:

- Valid D/Z Driver’s Licence with a Driver’s Abstract
- Current CPR/Standard First Aid
- Current WHMIS Certification
- Load securement training preferred
- Successful proponent will be required to provide a criminal record check.

This position is for the 2018/2019 summer and winter season. The on-call Equipment Operators may be called in to assist with summer driving and machine operations as well as to assist with the

sanding/plowing operations of the Township, when needed. Preference will be given to applicants with experience in winter control operations.

For more information about these positions, please contact Harold Nelson, Manager of Public Works at 705-652-8402, email: [publicworks@dourodummer.on.ca](mailto:publicworks@dourodummer.on.ca).

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**Position: Library Assistant (Maternity Leave Coverage- 1 year) (\$21.41 per hour)**

Position Dates: Maternity leave coverage starting February 27<sup>th</sup>, 2018

Hours of Work: up to 13 hours per week, some evening and weekend work

**Revised:** May 2014

**Reports to:** Library CEO

**Job Summary:** Perform a variety of duties within the library including circulation, readers' advisory and other clerical tasks, using established procedures and guidelines.

**Duties and Responsibilities**

- Maintain service/circulation desk operations as required (including check-ins; check-outs; reserves; new patron registration; payment of fines; calling patrons with overdue materials or reserves).
- Provide patrons with information about the library and its services; provide readers' advisory; and assist users with computer access.
- Works on the physical maintenance and upkeep of the collection, including, but not limited to shelving on a regular basis, shelf-reading as necessary and general tidying of all areas of the library
- Assist with processing of new or donated materials acquired by the library
- Assists with ensuring that building and adjacent grounds are kept in a clean, neat and tidy condition.
- Assist with library pool items and pool rotation including receiving and deleting pool items from collection.
- Assumes duties of CEO in her/his temporary absence which may include supervision of other staff and volunteers, and including errands such as post office and the like, as required
- Perform other duties as required

**Supervision:** This position may include supervision of other staff and volunteers.

**Contacts**

**Internal:** With the Chief Administrative Officer, Clerk, Treasurer, Library Board Members and co-workers for the purpose of obtaining and sharing information to complete work assignments

**External:**

- With other libraries and provincial agencies to provide and obtain information and resources.
- With the general public to provide information, ensuring polite and tactful relations

**Working Conditions:** Exposure to normal office environment with interruptions. Requires bending and reaching to shelve materials.