



GEORGINA

Employment Opportunity

Town of Georgina Human Resources
careers@georgina.ca



ROC Bike Park – Maintenance Attendant

(Job ID#2019.26S)

Department: Operations & Infrastructure

Division: Parks and Facilities

Location: The ROC

Status: May 1st, – November 1st, 2019

Number of Positions: 3 - 5

Scheduled Hours/Shifts: varies

Salary Range: \$14.00 - \$14.75/hour

Date Posted: February 13, 2019

Date Closing: February 27, 2019

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose:

To complete daily inspections of Bike Park for hazards, broken/damaged features or unsafe conditions. Responsible for the interior and exterior general maintenance and upkeep of the ROC facilities and property.

Minimum Qualifications:

Advanced cycling ability; Experience working at an outdoor recreation facility or in a bike park environment; Working knowledge, understanding and compliance with applicable health and safety legislation and safe work practices; **for full details please see attached job description.**

How to apply:

Please forward your cover letter and resume in confidence by **February 27, 2019**, identifying the job title and **ID# 2019.26S** in the subject line to careers@georgina.ca or in person or by mail to Human Resources, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1

Committed to diversity and a barrier-free environment:

The Town of Georgina is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. We respect, encourage, and celebrate diversity. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated throughout this process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

We thank all candidates for their interest, however, only those being considered will be contacted.

JOB DESCRIPTION

POSITION: BIKEPARK/MAINTENANCE ATTENDANT – Summer Season ROC

DEPARTMENT: Operations & Engineering **DIVISION:** Parks & Facilities

DATE PREPARED: April 5, 2013

PRIMARY FUNCTION:

To complete daily inspections of Bike Park for hazards, broken/damaged features or unsafe conditions. Responsible for the interior and exterior general maintenance and upkeep of the ROC facilities and property.

SUPERVISION RECEIVED:

ROC Supervisor or designate.

DIRECTION EXERCISED:

None.

WORKING PROCEDURES:

Conducts daily inspection of bike park in order to identify hazards, broken/damaged features or unsafe conditions;

Performs repairs to jumps, beams, trails and technical trail features as required;

Inspects signage, fencing and grounds and reports defects to supervisor;

Grooms dirt jumps and pump track using hand tools including hoses, rakes, shovels, polaski's and tampers;

Enforces bike park rules and makes recommendations to riders regarding safe participation conduct and sections off the park best suited to patrons' abilities;

Provides information and other excellent customer service to the public as required.

Performs general maintenance and repairs, using hand tools, back pack blower and other facility maintenance equipment;

Assists with deliveries, installations, minor plumbing and renovations as required;

Reports any equipment problems/failures to the supervisor immediately;

Ensures cleanliness of common areas, picks up debris, empties trash containers and keeps entire facility trash and litter free;

Maintains restrooms including washing sinks, floors, emptying trash cans, cleaning toilets and stalls, picking up litter, and ensuring adequate stock of restroom provisions;

Sweeps, mops, washes, polishes floors; washes windows; walls, fixtures & appliances; vacuums carpeting & dusts surrounding areas;

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.

SKILL/KNOWLEDGE REQUIREMENTS:

Advanced cycling ability;

Experience working at an outdoor recreation facility or in a bike park environment;

Working knowledge, understanding and compliance with applicable health and safety legislation and safe work practices;

Ability to respond effectively in an emergency;

Good communication and interpersonal skills to deal effectively with guests;

Good manual and physical dexterity skills, Ability to perform heavy lifting on a regular basis;

Ability to work in adverse weather conditions;

Must be prepared to work flexible hours including days, evenings, weekends and holidays;

Previous maintenance experience an asset.