



**GEORGINA**

# Employment Opportunity

Town of Georgina Human Resources  
careers@georgina.ca



## Seasonal Grounds Attendant

(Job ID# 2020.20SS)

**Department:** Recreation and Culture  
**Division:** Facilities  
**Location:** Pioneer Village  
**Status:** Seasonal April 6, 2020 – November 27, 2020  
**Number of Positions:** 1  
**Scheduled Hours/Shifts:** 35hr/week  
**Wage Range:** \$18.00/hour  
**Date Posted:** February 4, 2020  
**Date Closing:** March 3, 2020

### **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 that is 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:**

Successful candidate is to maintain the quality and appearance of the Pioneer Village buildings and grounds. ***For full job description, please see the attached.***

### **Qualifications:**

Previous facilities maintenance and grounds upkeep experience.

### **How to apply:**

Please forward your cover letter and resume in confidence by **March 3, 2020** identifying the job title and ID# 2020.20SS in the subject line by email to [careers@georgina.ca](mailto:careers@georgina.ca).

### **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:** Seasonal Grounds Attendant      **DIVISION:** Pioneer Village

**DEPARTMENT:** Recreation & Culture

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### **PRIMARY FUNCTION:**

To maintain the quality of and appearance of the Pioneer Village buildings and grounds.

### **SUPERVISION RECEIVED:**

Facility Supervisor

### **DIRECTION EXERCISED:**

None

### **WORKING PROCEDURES:**

- Assist with opening and closing of Pioneer Village buildings and washrooms;
- Conduct regular inspections of the property to ensure safe and healthy conditions;
- General upkeep of heritage buildings, both interior and exterior, including basic to intermediate carpentry and painting skills;
- Ensure property maintenance including picking up of litter, checking garbage, replacing garbage bags as needed;
- Gardening and landscaping including grass mowing and trimming and removing dead brush;
- Assessing the needs for general repairs, reporting any damage to the Facility Supervisor and completing maintenance request forms as needed if additional help is required;
- Implementing/executing repairs and maintenance as required;
- Assistance setting up for special events and post-event clean up as required;
- Creating a friendly atmosphere for visitors by providing basic information about the buildings and Georgina history and responding to any other enquiries from the public;
- Demonstrate respect for the artefacts in the museum collection and monitor that visitors do same;
- Attend all special events;
- Assist in preparing for and delivering summer programs as required;
- Cleaning and stocking washrooms;
- Participate in the Town's Health and Safety Program and follows safety practices in work methods and procedures; observe and comply with all relevant Health & Safety regulations;
- Other related duties as assigned.

**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 job description of the work requirements that may be inherent in the job.**



**SKILL/KNOWLEDGE REQUIREMENTS:**

Previous facilities maintenance and grounds upkeep experience;

Flexibility to work shifts, weekends and holidays;

Good customer service skills to deal effectively with the general public;

Ability to lift heavy objects from time to time and tolerance to heat during summer months.

