



EMPLOYMENT OPPORTUNITY

Parks Unskilled Labourer - Contract Union Position

April 28th, 2025 to October 31st, 2025

**Rate of Pay: \$20.35 Per Hour (Union Negotiation Year)
(40 hours/week)**

The Township of Uxbridge is seeking a highly motivated and mature individual to fill our Contract Parks Department, Unskilled (Union) Position. Working under the supervision of the Parks Foreman, the Attendant will be responsible for assisting with the maintenance of Township parks, sports fields, and outdoor recreation facilities.

DUTIES AND RESPONSIBILITIES

1. Assist in conducting playground inspections and maintain accurate electronic documentation.
2. Operate tractors, riding lawn mowers, and gas-powered equipment proficiently for various maintenance tasks such as field mowing, trimming, and equipment transportation.
3. Adhere strictly to provincial occupational health and safety legislation, regulations, policies, and procedures.
4. Support in the execution of small-scale landscaping and trail construction projects.
5. Assist in trimming shrubs and small trees as required to maintain park aesthetics and safety standards.
6. Perform upkeep duties including cleaning, painting, and repairing park amenities such as benches, garbage cans, and picnic tables as necessary.
7. Collaborate in the seasonal startup and shutdown procedures for sports fields, washroom facilities, and recreational areas.
8. Provide supervision and mentorship to seasonal staff during their tenure, typically lasting approximately 4 months.
9. Conduct routine maintenance and servicing of equipment to ensure optimal functionality.
10. Collect and dispose of garbage and debris from community park locations and other designated areas as needed.
11. Maintain cleanliness and ensure adequate stock levels in public washrooms according to established schedules.
12. Assist in the setup and dismantling of special events held within park premises.
13. Demonstrate flexibility in work hours to accommodate varying operational needs.
14. Uphold confidentiality standards in alignment with the Municipal Freedom of Information and Protection of Privacy Act.
15. Interact professionally and courteously with diverse stakeholders including the public, colleagues, suppliers, contractors, and government representatives.
16. Fulfill additional duties and responsibilities as delegated by supervisory personnel, including crossing guard duties as required.

EDUCATION, TECHNICAL SKILLS, AND CERTIFICATION

- College Diploma Preferred.
- Must possess a valid G license in good standing, and a Driver's Abstract may be required.
- Additional training/education in playground inspections and repair, equipment operation, and sports field maintenance will be an asset.
- Ability to understand verbal and written instructions, including electronic documentation.
- Availability to work weekends as required.
- Physical ability to lift/move up to 50 lbs on a daily basis, with frequent kneeling and bending.
- Willingness to assist with other park-related functions.
- Maintain a positive attitude and contribute to a harmonious working environment.
- Be passionate about contributing to the maintenance and improvement of outdoor spaces and facilities.

Qualified and interested candidates should submit an electronic or hard copy resume and cover letter addressed to Jamie Miller, Parks & Trails Manager at jmiller@uxbridge.ca or in the secure drop-box located outside the Township of Uxbridge Municipal Offices (51 Toronto St S, Uxbridge, ON, L9P 1T1) in a sealed envelope, no later than February 7, 2025 at 2:00pm.

The Township of Uxbridge is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Township is committed to diversity, equity, and inclusion within its community and organization, and welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities. When requested, the Township of Uxbridge will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the Ontario Human Rights Code. These commitments also apply to our Board and Committee recruitment and selection processes.

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.