



Tiny
TOWNSHIP OF / CANTON DE

Position Description

Position Title:	Outdoor Rink Maintenance	Department	Public Works
Effective Date:	September 2023	Revised:	
Reports To:	Parks Operator Working Lead Hand	Status:	Contract
Direct Reports:	N/A	Indirect Reports:	N/A

Position Summary / Main Purpose

Under the supervision of the Parks Operator Working Lead Hand, the Outdoor Rink Maintenance shall assist with flooding, snow removal and supervision of outdoor rink activities.

Key Duties and Responsibilities

- Attend site meetings with Township staff.
- Attend job specific training held by Township staff to review the procedures for building and maintaining outdoor ice rinks.
- Provide for daily flooding/maintenance and snow removal as required to meet Township standards.
- Complete an Outdoor Ice Rink Daily Log Sheet for each day of rink season.
- Provide Township with updates and changes of ice conditions – posting signs i.e. “Rink Closed.”
- Maintain open emergency access routes.
- Properly store and maintain equipment to prevent theft and damage.
- Comply with provisions of the Occupational Health and Safety Act and Township health and safety policies and procedures.
- Provide and wear appropriate protective clothing and footwear and CSA approved hockey helmet for warmth and safety when inspecting, flooding or removing snow on the ice surface.

Required to work in compliance with the Ontario Health and Safety Act and regulations and all related Township policies and procedures.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

Working Relationships

Inside the Corporation:

- A range of interpersonal skills are used to perform activities such as listening to specific directions regarding work tasks to be completed, asking questions when necessary, and gaining the cooperation of others to complete work tasks
- Communications occur with other labourers, contractors and equipment operators in the immediate work area as well as Working Lead Hands and the Works Superintendent regarding daily work tasks and assignments



Outside the Corporation:

- Interpersonal/communication skills used include listening to questions and concerns from taxpayers, asking questions to get information and providing the necessary responses to questions and concerns

Education / Experience / Skills Training

- Minimum of Grade 12 education;
- Friendly and outgoing;
- Willing to work with a team;
- Ability to facilitate a variety of participant needs through assertive communication skills and listening techniques;
- Consistent and reliable;
- Physical strength;
- Basic knowledge of rink construction and maintenance an asset;
- Comfortable working with job specific equipment – shovel, hose, scraper, broom, hand tools, etc.;
- Hardworking and flexible;
- Ontario Class “G” driver’s licence in good standing;
- Knowledge of Occupational Health and Safety practices;
- Bilingualism an asset.

Outcomes of Error

- Mistakes or errors could impact the immediate work area as work may have to be performed over again; may result in unsafe conditions at facilities or parks

Physical and Mental Demands

Physical Environment:

- Activities are a 70/30 split between working outside and working in facilities
- Working environment contains some serious risks or discomforts, which require additional safety precautions. ie: exposure to unusual/distracting noise, fumes, hazardous chemicals, extreme weather conditions (temperature extremes) and working at heights etc.
- There is a requirement to wear safety equipment such as gloves; hard hat; steel toe boots; safety glasses; and vests

Physical Effort:

- Lifting or moving objects 10 to 25 lbs., occurs regularly and there is an occasional requirement to lift or move objects over 40 lbs
- Standing, walking and sitting in a vehicle are all requirements of the position
- A variety of hand and power tools are used requiring precision work and physical manipulation



Sensory Demands:

- Visual concentration is required to be aware of the work environment for safety reasons and to operate tools and machinery and to take various measurements
- Auditory concentration is required to listen to instructions from supervisors regarding daily work tasks and to communicate with other employees in noisy work environments
- Other sensory demands such as touch is utilized in the operation of various equipment and tools; and smell is utilized to detect chemicals or gas and possible equipment malfunction (e.g. smoke)
- Eye hand coordination is required to operate a variety of tools and equipment

Mental Demand (Stress):

- Requires working alone and dealing with potentially verbally and physically hostile individuals, and animals
- Higher than normal level of attentiveness/alertness is required when working around equipment

Working Conditions

- 7:00am to 3:30pm during non-flooding periods
- 3:00am to 11:00am during flooding activities (Dictated by favourable weather conditions)

Confidentiality

- Must comply with the confidentiality standards of the Township

Health and Safety

- Required to work in compliance with the Ontario Health and Safety Act and regulations and all related Township policies and procedures.

Review

Supervisor Public Works Superintendent

Date September 2023