

JOB DESCRIPTION – Recreation Worker: Pool & Parks Supervisor



Job Description

POSITION TITLE: Recreation Worker: Pool & Parks Supervisor

DEPARTMENT: Recreation

HOURS: Varying

DESIGNATION: Full time for 15 weeks, May 27th – Sept 6th

REPORTING TO: Recreation Coordinator

REMUNERATION: \$18.20 per hour

OTHER TERMS AND CONDITIONS OF EMPLOYMENT: Although this is not a condition of employment, it is preferable that the person resides within the Town of Mulgrave for the term of employment.

SPECIFIC DUTIES:

The following is a general outline of the duties and responsibilities of the Pool & Parks Supervisor. The listing is not intended to be all-inclusive nor to limit the employee's initiative to expand his/her function beyond this scope nor is it intended to limit the Recreation Coordinator's right to assign other duties.

- Prepare the pool for opening; cleaning, painting, maintenance
- Oversee and maintain chemicals at the pool on a daily basis
- Supervise staff at the pool
- Keep parks, trail, and green spaces clean and mowed
- Maintenance of Recreation equipment including at all parks and green spaces
- Maintains complete and accurate records of departmental activities, services, personnel and property
- Performs other duties and responsibilities as are from time to time assigned by the Recreation Coordinator.
- Must have or be willing to acquire first aid/CPR, WHIMIS and follow PPE and safe work practices. Clean drivers abstract required.

STATEMENT OF QUALIFICATIONS:

1. Education:

- High School Diploma;

2. Experience:

- Experience in staff supervision
- Experience with maintenance /operations of pool systems along with park, trail and green space maintenance.
- Acceptable combination of education, training and experience;

3. Knowledge:

- Knowledge of principles, practices and techniques of Ground, asset and equipment operation, safe operations and maintenance.

4. Abilities:

- Excellent interpersonal skills
- Excellent communication skills (listening, written, and oral)
- Excellent supervisory and administrative skills
- Possess problem solving ability
- The ability to prioritize and identify required administrative support improvements;
- The ability to lead a team
- Ability to assess job safety and work safety
- Organizational skills
- Current First aid, CPR, WHIMIS

5. Personal Suitability:

- Consistency
- Dedication
- Trustworthiness
- Effective interpersonal skills
- Confidentiality

6. Working Conditions:

- Mostly outdoor environments; some indoor work
- Driver's license required and must own vehicle for towing recreation equipment
- Ability to operate lawn/garden/pool equipment and do physical aspects of position
- Safety sensitive position

DEADLINE TO APPLY: Tuesday, April 30th at 4:30pm

To apply: Drop resume and cover letter to: Mulgrave Town Office, ATTN Heather Brennan, 428A Main Street

Or mail to: Town of Mulgrave
ATTN Heather Brennan
PO Box 129
Mulgrave, NS
B0E2G0

