



## **Employment Opportunity**

### **Parks and Facility Attendant**

Reporting directly to the Supervisor of Parks and Facilities, this role is responsible to perform activities related to the operation and maintenance of the Township's parkland infrastructure on a part-time basis.

#### **KEY DUTIES & RESPONSIBILITIES**

- Ensure the safe operation of Township equipment used for lawn maintenance, ball diamonds, and related activities.
- Conduct daily safety and maintenance inspections of equipment.
- Assist with minor repairs to fences, bleachers, and outbuildings.
- Maintain, clean, and stock washrooms.
- Report any needs for maintenance or repairs.
- Keep accurate and comprehensive records related to parkland infrastructure.
- Remove debris from parklands and perform general housekeeping of Township park facilities.
- Enforce park rules and regulations to ensure compliance by all users.
- Execute duties in accordance with departmental policies, procedures, and standards, ensuring full compliance with legislative and regulatory requirements to minimize corporate liabilities and mitigate risk.
- Undertake additional duties and special projects as assigned.
- Participates in the Township's Training and Development Program and Annual Goal Setting Program as required.
- Adhere to the Occupational Health and Safety Act and Regulations, the Township of Puslinch Occupational Health, Safety, and Workplace Violence Policy and Procedures, and established industry guidelines.

#### **SKILLS & QUALIFICATIONS**

- Excellent verbal and written communication skills.
- Excellent interpersonal skills and customer service skills including the ability to work effectively in a team environment.
- Strong organizational and problem solving skills.
- Minimum 1 years' experience in a related environment.
- First Aid/CPR Certificate.
- Valid WHMIS Certificate
- Knowledge of applicable legislation including the Ontario Health and Safety Act.
- Sound judgment and excellent decision making skills.
- Valid G driver's licence in good standing is considered an asset.

#### **WORKING CONDITIONS**

- Generally outdoor environment.
- Occasional exposure to conflict situations.
- Moderate to heavy physical activity.
- Must be able to work after hours or when deemed necessary to meet deadlines and deal with crises.



**This position offers a benefit program and an hourly wage range of \$17.20 to \$20.76.**

Applicants are invited to submit a cover letter and resume by no later than 4:00 p.m. on Friday, August 22, 2025.

**ATTENTION: HR Department**, Township of Puslinch, 7404 Wellington Road 34, Puslinch ON N0B 2J0. E: [hr@puslinch.ca](mailto:hr@puslinch.ca) or F: (519) 763-5846. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The Township is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance. If you require an accessible format, please contact [hr@puslinch.ca](mailto:hr@puslinch.ca).