



FORT GARRY COMMUNITY CENTRE

GROUNDS ATTENDANT DRAFT Job Description – April 2018

POSITION SUMMARY

- Reporting to the General Manager, the Grounds Attendant is part of a team committed to providing exceptional service and maintaining the facilities/grounds at the highest quality.
- Oversees use of facilities and grounds and supervises users and equipment
- Responsibilities require shifts covering morning, afternoon and evening hours
- Work requires initiative, good decision-making, and considerable verbal skills for dealing with the public
- Ability and knowledge to provide program and facility usage information to the public
- Physically strenuous position that requires lifting, carrying, and management of equipment and supplies

SKILL REQUIRMENTS

- Analytical and problem solving
- Decision making
- Effective verbal and listening communication
- Time management
- Ability to complete routine maintenance of facilities, grounds and equipment.
- Ability to work within a team environment and with minimal supervision
- Initiative when appropriate

RESPONSIBILITIES

- Assist with the day to day operation of the Centre
- Monitor users to ensure the facilities, equipment and supplies are used in a safe, responsible manner; make recommendations about personal actions that are considered in-appropriate
- Effectively communicate program and facility information to the public
- Respond to the needs of various users and groups
- Secure the facilities at the end of shift
- Receive user concerns and complaints and forward to the General Manager
- Perform custodial responsibilities and miscellaneous job-related duties as directed
- Seasonal responsibilities:
 - Install and maintain ice surfaces and paths for hockey and pleasure rinks as directed by the General Manager throughout the season as determined
 - Snow removal from all pathways, entranceways, along rink boards and any build-up caused by the removal of snow from the Centre's rinks
 - Lawn maintenance, including baseball diamonds, soccer pitches, football field
 - Outdoor facility maintenance including playground, skate park and parking lot
- Care and maintenance of mobile sign
- Ensure all equipment is operated and stored in a safe and responsible manner
- Ensure the Centre's assets are adequately safeguarded from loss
- Report records of maintenance as instructed
- Report all safety issues and damage to property and equipment to the General Manager

EXPECTATIONS

- Because of the changing nature of work to be done, this job description indicates the general nature and level of work expected. The Grounds Attendant may be asked to perform other duties as required.