

**EMPLOYMENT OPPORTUNITY**  
**The Town of Smiths Falls Requires One (1) Full-time**  
**PARKS AND RECREATION FACILITY OPERATOR**

**40 HOURS PER WEEK**

The Town of Smiths Falls is a vibrant, progressive single tier municipality with a population of 9000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime waterfrontage along the Rideau Canal – a UNESCO World Heritage site, and has many beautiful heritage buildings and recreational facilities.

The Town is accepting applications for one (1) full time **Parks and Recreation Facility Operator**.

Reporting to the Facilities Operation Lead Hand, the successful candidate will be responsible for:

- Operation, maintenance, and support of various facilities within the Community Services Department (including two indoor ice surfaces, outdoor arenas, parks, playgrounds, trails, splash pads, and a skate park, and a community cemetery)
- Facility maintenance including janitorial duties
- Landscaping
- Ice maintenance
- Snow removal
- Event setup/teardown and other assigned tasks

To be considered for this position, you must have experience in operating and maintaining landscaping equipment, basic understanding of preventative maintenance and renovation procedures, exceptional customer service, record keeping, the ability to follow and understand directives, and operation and maintenance of ice resurfacing equipment will be considered an asset.

Additional qualifications include:

- Minimum Education: Ontario Secondary School Graduation Diploma, or equivalent education in related experience
- Class G drivers licence
- Working knowledge of specialized equipment; such as ice resurfer is considered as asset
- Training and/or experience specific to horticultural field considered an asset
- Current CPR and First Aid Certificates
- Training in and knowledge of Health & Safety Legislation, Propane Handling procedures
- Chainsaw License is considered an asset
- Good physical health
- Ability to work a flexible work schedule including evenings, weekends and holidays on routine basis

Qualified applicants are invited to submit their resumes by Friday February 9<sup>th</sup>, 2024, no later than 4:30 p.m., to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, via email at [hr@smithsfalls.ca](mailto:hr@smithsfalls.ca)

*The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.*

*We thank all applicants for their interest and only those selected for an interview will be contacted.*

*Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Clerk at the address indicated above.*