

THE CORPORATION OF THE  
TOWNSHIP OF WOLLASTON

JOB DESCRIPTION  
PUBLIC AREAS MANAGER

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DEPARTMENT: Public Areas

POSITION: Public Areas Manager

REPORTS TO: Clerk and/or the Environmental and Safety Services Manager

HOURS OF WORK: Full Time Position

QUALIFICATIONS, SKILLS AND JOB KNOWLEDGE:

- Must be physically fit and be able to work in all weather conditions
- Must hold a valid Ontario G class Driver's license
- Must be willing to work weekends and overtime as required
- Ability to work with the Treasurer preparing annual budget and any tendering documents
- Must have knowledge and understanding of the Occupational Health and Safety Act for the ability to maintain facilities in a safe and responsible manner
- Must demonstrate good communications skills with other staff and the general public
- Must be able to follow all policies and procedures established by the Township for the safe operations and maintenance of equipment and recreation facilities
- Must be able to prioritize the maintenance of the Township
- Must be able to organize and schedule work and projects and contact trade persons when required
- The ability to maintain all required written logs and prepare scheduled written reports to Council
- The ability to communicate to the public effectively in a positive, courteous and respectful manner
- To have general knowledge of the any pertinent legislation

DUTIES: the following is a general listing

- Ensure a safe environment for all staff and the public
- Perform preventative maintenance and minor repairs to all public buildings
- Conduct routine inspections of all public areas
- Advise the Clerk of any major repairs or replacements
- Ensure the safety and protection of all public areas
- Maintain inventory control over equipment and supplies
- Monitor the use of recreational equipment and facilities
- Work within the parameters of the annual budget
- Weekly cleaning of the entire municipal building
- Quarterly additional cleaning of the municipal building
- Cleaning of other facilities as required or as per facility permit
- Maintain the downtown streetscape
- Cut grass and weed trimming when necessary
- Garbage removal from all facilities
- Open and close facilities as scheduled or as required via facility permit
- Ensure supplies, equipment etc. are provided as per facility permit
- Ensure that permit holder had complied with all conditions
- Maintain the ice surface as required
- Work scheduled shifts at the waste site performing all duties required for daily operation
- Replacement of the environmental and safety services manager with additional duties
  - Oversee operational requirements
  - Operate within the Ministry of Environment's Environmental Compliance Approval
  - Responsible for the supervision of waste site staff
  - Financially accountable for the revenues generated at the waste site
  - Provide educational instruction to for staff and public
- Other duties assigned by the Clerk and /or the Environmental and Safety Services Manager