

Woolwich Township Job Posting



Date: May 7, 2025
Position: Summer Facility and Parks Labourer (Seasonal)
Wage Rate/Grade: \$19.50 - \$22.50 per hour
Hours of Work: 40 hours per week
(Rotating schedule including some weekends/holidays)

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Recreation & Community Services is seeking one (1) Summer Seasonal Facility and Parks Labourer for approximately four (4) months.

Purpose of position and profile:

Reporting to Lead Hands and the Supervisor of Operations, the Facility and Parks Labourer is responsible for maintaining Township gardens, parks, trails, playgrounds, cemeteries, and outdoor spaces. The position is also responsible for assisting with operations and completing maintenance and general custodial work at the Woolwich Memorial Centre, St. Jacobs Arena, and community centres. Staff will work individually and in a team environment, and operate various equipment, including pickup trucks, lawn mowers, tractors, and various power tools.

Responsibilities:

- Maintain Township parks, trails, playgrounds, cemeteries, and outdoor spaces to established standards.
- Perform horticultural duties such as planting, weed removal, mulching, and pruning of annual, perennial and shrub beds to enhance horticultural areas within parks and outdoor spaces.
- Perform watering duties at Township gardens and parks.
- Custodial duties at park washroom facilities and parks, including daily maintenance, garbage collection, pressure washing, litter removal, etc.
- Maintenance and custodial duties at Community Centres, and Arenas including cleaning, garbage collection, etc.
- Assist full time staff with ice rink flooding and other ice maintenance duties, including moving and pegging of nets.
- Assisting with special event set-up, operation, and take down, including evenings, weekends, and Statutory Holidays.
- Operate various parks and facilities equipment including, but not limited to, pickup trucks, and trailers, tractors, mowers, string trimmers, blowers, floor scrubbers, etc.
- Operate Township vehicles and trailers in a safe and responsible manner, in accordance with Township procedures.
- Work in compliance with the provisions of the Occupational Health and Safety Act and adhere to all Township of Woolwich and facility service standards and policies.
- Work with enthusiasm and professionalism as a member of the Recreation and Community Services team, including interacting with public in a positive, helpful manner.
- Dress in a professional, well-kept manner and use personal protective equipment as required (helmet, CSA approved steel toe footwear, hearing protection, eye protection, etc.)
- Other duties as required.

Qualifications, Knowledge, Skills and Work Requirements:

- Excellent customer service, interpersonal, and communication skills
- Ability to understand and comprehend all policies and procedures as they relate to the work being performed, both verbal and written
- Must have the ability to follow instructions, ability to participate as an effective team member and work independently
- Must be reliable with a positive attitude
- Experience in facility and grounds maintenance, an asset
- Experience with the safe use of hand and power tools, landscape maintenance tools and equipment, an asset
- Experience operating pickup trucks, trailers, and tractors with various attachments
- Experience with grounds/ parks maintenance, including landscaping, turf maintenance, and horticulture, considered an asset
- Basic computer skills required
- Ability to read and communicate fluently in English
- Able to operate basic hand tools and custodial equipment in a safe and effective manner
- Required to participate in supplementary training related to the Recreation and Community Services department (Workplace Hazardous Materials Information System (WHMIS), Health & Safety, Facility Equipment Operation, Payroll system, etc.)
- Wear personal protective equipment including, but not limited to, CSA approved footwear (required), hearing protection, eye protection
- Valid driver's license required
- Valid Standard First Aid and CPR Certification considered an asset

Working Conditions:

- Must be willing to work shifts, including evenings, weekends and/or statutory holidays
- Able to physically perform all essential duties/requirements associated with the position (heavy lifting/carrying up to 50 lbs., moving hockey nets, etc.)
- Applicants must be able to stand and walk for extended periods of time and work in varying weather environments and conditions

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00 pm on Wednesday, May 14th, 2025. Please quote job posting 2025-32.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.