

EMPLOYMENT OPPORTUNITY

Parks & Recreation Labourer Seasonal Term

Expires: When Filled

Term: October 1, 2025 - April 30, 2026

The Town of Rosthern is seeking applications for a Seasonal Labourer within the Parks and Recreation Department. This position will primarily focus on arena operations, including but not limited to ice and building maintenance, janitorial, clearing walkways and parking lot, etc. For a detailed job description, visit: www.rosthern.com

REQUIRED EXPERIENCE & QUALIFICATIONS

- Must maintain a valid Saskatchewan Class 5 Drivers License.
- Availability to work a flexible schedule, primarily evenings and weekends.
- Demonstrated proficiency in English, both written and verbal.
- Punctual, energetic, and self-motivated individual.
- Ability to work independently and reliably.
- Ability to work outdoors in varying weather conditions.
- Ability to perform strenuous physical activities such as extensive walking, carrying, climbing, and lifting of objects in all season weather conditions.
- Ability to understand and follow instructions, work effectively in a team environment, interact positively with supervisors, colleagues, and the public, and demonstrate values that align with those of the organization.
- Follow Occupational Health and Safety standards and practices to minimize risk.
- Experience with operation and maintenance of equipment would be an asset.
- Standard First Aid and WHMIS training would be an asset.
- A satisfactory criminal record check and vulnerable sector check are required.

The Town of Rosthern is an equal opportunity employer. Starting wage for this position is \$17.07 per hour.

Interested applicants should submit their resume detailing qualifications, experience, training, and references to:

Owen Green, Municipal Operations Manager
Town of Rosthern
PO Box 416 Rosthern, SK. S0K 3R0
Phone: 306 232 4826
Email: publicworks@rosthern.com

We thank all applicants, but only those chosen for an interview will be contacted.

JOB DESCRIPTION

POSITION TITLE: Parks and Recreation Labourer (Seasonal)

REPORTS TO: Parks & Recreation Lead Hand

REPORTS: None

Date APPROVED: December 2021

Date REVISED: August 2025

PRIMARY DUTIES:

- 1) Operating various recreation equipment and small tools.
- 2) Keeping daily logs and usage records of equipment and ice plant.
- 3) Performing general labour, maintenance and repair at the Jubilee Sports Centre including but not limited to:
 - a) cleaning and janitorial of all areas of the building,
 - b) ice and snow removal by hand on the sidewalk and in front of all doors,
 - c) operation of equipment needed to maintain ice surfaces, and
 - d) maintenance of heating systems.
- 4) Assisting with the set-up and clean-up of special functions.
- 5) Ensuring all standards of Occupational Safety and Health are followed by:
 - a) Practicing and promoting safe working practices and conduct,
 - b) Following municipal policies, procedures and guidelines; established operational work plans; and directives provided by supervisor or designate.
 - c) Attending and participating in scheduled meetings (departmental or other) and all safety training, orientations, and ongoing training.
 - d) Ensuring the proper working condition of facility equipment and buildings and ensuring checklists are completed and communicates needed repairs and scheduled maintenance to the Supervisor.
- 6) Maintaining effective, professional, courteous and respectful communications with supervisors, other staff, and the public.
- 7) Other duties as assigned by the Parks & Recreation Lead Hand.

SPECIFICATIONS:

Experience & Qualifications

- 1) Must maintain a valid Saskatchewan Class 5 Drivers License.
- 2) Standard First Aid and WHMIS training.
- 3) Proficient in English, both written and verbal.
- 4) Experience with operation and maintenance of equipment.
- 5) Punctual, energetic and self-motivated individual.
- 6) Able to work unsupervised.
- 7) Excellent interpersonal and communication skills, with the ability to work effectively with community user groups.
- 8) Demonstrated ability to operate small tools, equipment and vehicles in a safe, proficient manner.

- 9) A practical knowledge of the operation, care and maintenance of hand tools, small equipment and machinery is desirable.
- 10) Carpentry and/or plumbing skills are considered an asset.
- 11) Working knowledge of HVAC and arena refrigeration would be an asset.
- 12) Previous experience in facility maintenance would be considered an asset.
- 13) Criminal records check and a vulnerable sector check are required.

Accountability/Responsibility

Under the general direction of the Parks & Recreation Lead Hand, the successful incumbent will be expected to perform their duties to a high standard and in accordance with all policies and procedures of the Town.

UNIQUE POSITION REQUIREMENTS

- 1) The position will involve working primarily evening and weekend shifts.
- 2) Ability to deal effectively with complaints from the public and the skill to direct their concerns to a member of the municipal personnel who is best able to respond to the inquiry.
- 3) Ability to work independently and reliably.
- 4) Ability to work outdoors in varying weather conditions.
- 5) Ability to perform strenuous physical activities such as extensive walking, carrying, climbing and lifting of objects in all season weather conditions.
- 6) Ability to receive and comprehend instructions; work in a team environment; interact positively with supervisors, other staff, and the public; as well as support and project values compatible with the organization.
- 7) Required to comply with Occupational Health and Safety risk minimization.

EQUIPMENT OPERATED OR USED:

- 1) Shovels and ice scrapers.
- 2) Ice re-surfacer and ice maintenance tools.
- 3) Cleaning equipment such as scrubbers, mops and brooms.
- 4) Safety equipment.

Incumbent

Chief Administrative Officer

Date