



JOB DESCRIPTION

Position: PARK ATTENDANT

Reports to: Park Manager

The Park Attendant is responsible for the day to day cleaning and maintenance of specific parks in a region or bundle area.

General Responsibilities (but not limited to):

- To contribute to ensuring the Permit area is safe, clean, and functional.
- To maintain the general maintenance throughout the different areas of the Permit Area.

Specific Responsibilities (but not limited to):

The following outlines specific responsibilities related to this position; however, not all Parks contain the facilities mentioned.

- Toilet/Shower/Changehouse Building Maintenance.
 - Maintain in a clean and sanitary condition free of dust, dirt, spots, stains, mold, graffiti, garbage, cobwebs, finger marks, smudges, marks, odors, excess water, and all foreign material.
 - Ensure that all mirrors, chrome fixtures and enamel fixtures are clean and polished.
 - Ensure care is taken when washing walls near hand blowers that water does not get into electrical system.
 - Provide as required toilet paper, deodorant blocks, urinal blocks, garbage bags and sanitary napkin receptacle bags.
 - Maintain area surrounding the facility free from all litter, debris, garbage, weeds, vegetation and overhanging limbs.
- Pit toilet building maintenance.
 - Ensure pit toilet building and fixtures are in a safe and fully functional condition, free of dust, dirt, stains, mold, graffiti, garbage, cobwebs, finger marks, smudges, marks, odors, excess water and all foreign material.
 - Provide as required toilet paper, deodorant blocks, and sanitary napkin receptacle bags.
 - Ensure roof is kept clean and clear of branches, leaves, moss, litter, dirt and debris.
 - Perform any minor repairs as required (door handles, hinges, locks, coat hooks, etc.) or notify the Park Manager if unable to do so.
 - Maintain area surrounding the facility free from all litter, debris, garbage, weeds, encroaching vegetation and overhanging limbs.

- Site Maintenance.
 - Ensure campsite facilities are in a safe and fully operational condition.
 - Maintain campsites and surrounding area free from all litter, broken glass, garbage and foreign material.
 - Maintain tables and concrete pads in a clean condition free of all cobwebs, dirt, grease and debris.
 - Maintain fireplaces in a clean condition clear of ashes, coals, and unusable wood.
 - Ensure number posts at each campsite are straight and visible by controlling weed and brush growth.
 - Remove expired camping permits.
 - Retain campsite shape by removal of weeds, vegetation and overhanging limbs a minimum of 0.5 metres surrounding campsite and driveway shoulders, raking the site and shoulders to present an overall clean and neat appearance.
 - Ensure BBQ stands are in good repair and kept clean of grease and food spills.

- Maintain garbage and recycling receptacles.
 - Ensure that all garbage and recycling containers are in good repair and are in a clean and sanitary condition free from all stains and offensive odors.
 - Ensure garbage is emptied before becoming overfilled and garbage bags replaced as necessary.
 - Remove recyclables to storage area as required.
 - Maintain area surrounding the garbage and recycling containers free from all litter, debris, garbage and weeds.

- Ensure safety of Campground/Day use areas:
 - By removing or reporting any overhanging limbs, dangerous limbs, dangerous trees, or any other potential hazards.

- Ensure that all water taps, fountains, washhouse taps, showers and toilets are in good repair with drains running freely.
 - Repair or report any maintenance problems to the Park Manager.

- Maintain Water Posts and immediate area.
 - Ensure they are in a clean and sanitary condition, free of mold, sand, gravel, weeds, litter, garbage and foreign materials to present a neat appearance.
 - Ensure drains are sanitary, clear of accumulated debris and running freely.

- Maintain Parking Lots and Roadways.
 - Ensure they are in a clean condition, free from litter, rocks weeds, debris, garbage and foreign material.

- Maintain Information Shelters and Signs.
 - Ensure they are in a clean condition, free from garbage, debris, litter, cobwebs, leaves, weeds, vegetation and foreign materials or matter which could restrict Park User's ability to read them.
 - Ensure that shelters or signs that require maintenance are reported.
 - Remove outdated and or unauthorized notices.
 - Post information as required.



- Maintain Trails, Walkways, Paths, Steps, Stairs and Adjacent areas.
 - Ensure they are in a clean condition, free from litter, rocks, limbs, windfall trees encroaching vegetation and other foreign materials that may pose a hazard or restrict Park User access.
 - Refer any problems to be corrected immediately.

- Picnic Shelters.
 - Ensure shelters, and tables are in a safe, fully functional, and clean condition free of dust, dirt, stains, litter, grease, excess water, graffiti, cobwebs, debris and foreign material and in a safe and fully functional condition.
 - Ensure roof is kept clear of branches, twigs, moss or other debris.
 - Ensure eaves troughs and downspouts are kept clean and free flowing.
 - Ensure that shakes or shingles are cleaned to remove needles between rows.
 - Ensure water is properly drained away from structures.

- Boat Launch Areas.
 - Ensure boat launch area, ramps, docks, buoys, piers, rescue stations, foot bridges and information notices are in a good repair and refer any maintenance required.

- Playground:
 - Ensure equipment is safe and fully functional. Refer any problems to be corrected immediately.
 - Ensure area is in a clean and tidy condition, raked and leveled when required.