



HAMPTON  
*It's our nature!*

## Seasonal Parks Labourer

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Dear Applicant:

Thank you for your interest in becoming part of the Leisure Services Team. This letter lists important information on the application process and the Parks Seasonal Labourer position. While you will mainly work in the Parks division, please note that we do work as a team and you may be required to work in another division, as well as outside of the normal operating hours. All staff are required to be available for work on Canada Day, July 1<sup>st</sup>.

The Town of Hampton is an equal opportunity employer. It is our practice to evaluate all candidates on their ability to perform the work tasks and provide accommodation when needed. We try to match employees with their interests, abilities and future career objectives providing valuable work experience.

Our application and hiring processes are as follows:

1. Complete the seasonal application form and the cover form specific to the division in which you wish to work. Should you wish to apply to more than one division, please complete an application and cover form for each division.
2. Please include copies of any relevant certifications that you currently hold.
3. Applications are to be submitted to the Leisure Services department no later than **4:30pm, March 29<sup>th</sup>**.
4. Interviews will be held from April 8<sup>th</sup> to April 24<sup>th</sup>. Only those selected for an interview will be contacted.
5. You will be required to have **Workplace Standard First Aid** prior to your first day of employment. You can contact the Red Cross or St. John Ambulance for dates of their courses.
6. Depending on the position, Parks Seasonal Operators work 8-16 weeks ending August 26<sup>th</sup>. Each position will work 40 hours per week. Please indicate on the form any time off that you will require this summer, i.e. Family vacation, graduation, etc.
7. All seasonal staff must attend one of two **mandatory orientation and training** sessions either **May 25<sup>th</sup>** or **June 16<sup>th</sup>**.

If you have any concerns or need clarification of the application form or on the application process, please contact the Leisure Services Office at 832-6102. We would be happy to discuss the positions available and your application.

Take care,

Gena Fowler  
Director of Leisure Services  
Town of Hampton



## Job Posting – Seasonal Parks Labourer

Interested applicants, provided they meet the eligibility, should submit a completed application form to Gena Fowler, Director of Leisure Services, prior to the posting expiry date. Please submit via email [gena@townofhampton.ca](mailto:gena@townofhampton.ca), in person at the Leisure Services Office at 808 Main Street, or mail to P.O. Box 1066, Hampton, N.B., E5N 8H1

<b>Job Title:</b>	Parks Seasonal Labourer
<b>Reports To:</b>	Jason Sherwood, Parks Supervisor
<b>Posting Date:</b>	February 1, 2019
<b>Posting Expiry Date:</b>	March 29, 2019, 4:30pm
<b>Anticipated Start Date:</b>	April 22, 2018 – one position, June 17, 2018 – remaining positions Note that dates may change due to availability of grants
<b>Job Summary:</b>	<p>Assisting with the general maintenance of playground, green space, trails, flower beds, and sport field maintenance in the Town of Hampton. Specifically, these positions are responsible for: general maintenance including grass cutting and lining of fields; planting trees and flower beds; playground inspection and repairs; basketball court upkeep; tennis court repairs; ensuring equipment is operating in conformity with required standards; general repairs and upkeep of small equipment; foster a positive public image of the Leisure Services Department; and maintain hours of work as assigned until relieved or duties are completed.</p> <p>The Parks staff also participates in the operation and maintenance of other Leisure Services divisions such as arena, pool, tennis and basketball courts. The incumbent will act with general independence and must be able to work flexible hours and weekends.</p>
<b>Job Duties:</b>	<ul style="list-style-type: none"> <li>• Responsible for assisting with the maintenance and upgrading of all green spaces in the Town including: parks, playgrounds, trails, flower beds and sport fields</li> <li>• General maintenance including grass cutting and lining the fields</li> <li>• Responsible for upkeep of equipment including maintenance</li> <li>• Assist with the regular inspections of all parks and playground equipment maintained by the department and make recommendations for improvements to the Parks Team Lead</li> <li>• Assist with horticulture and landscaping</li> <li>• Assume any other relevant duties at the request of the Parks Supervisor, Facility Manager or Director of Leisure Services</li> </ul>
<b>Education and Certification</b>	<ul style="list-style-type: none"> <li>• High school students or graduates with basic mechanical aptitude</li> <li>• A valid driver's license is an asset</li> <li>• Must have current Workplace Standard First Aid</li> </ul>



<p><b>Supervision and Training:</b></p>	<p>The Parks Labourers are supervised by the Parks Supervisor who reports to the Facilities Manager. They will receive training in their respective job duties. They will be closely supervised by the Department's full time staff. The mentoring process is designed to identify areas for improvement and strategies to accomplish necessary tasks.</p> <p>Seasonal staff must attend one of two <b>mandatory orientation</b> and <b>training</b> sessions being held <b>May 25<sup>th</sup></b> or <b>June 16<sup>th</sup></b>.</p>
<p><b>Requirements:</b></p>	<ul style="list-style-type: none"> <li>• This is a front line position with both inside and outside work, emergency call out, the potential to deal with uncooperative customers, and heavy physical exertion</li> <li>• High School diploma is an asset</li> <li>• Training / certification in the operation and maintenance of Town equipment</li> <li>• Related experience with green space maintenance and small equipment</li> <li>• Gardening experience is an asset</li> <li>• A team player</li> <li>• Honest, hardworking and enjoys a solid day's work</li> <li>• Energetic, friendly, and customer focused</li> <li>• Good communication and interpersonal skills</li> <li>• Operation and maintenance of equipment and facilities used in municipal leisure programs, such as arena, swimming pool, parks, playgrounds, sports fields, is an asset</li> <li>• All staff are expected to follow the Town Safety Policy and NB Occupational Health and Safety Act</li> <li>• Valid driver's license would be an asset</li> </ul> <p>Fundamental Skills (communicate, manage information, use numbers, think and solve problems), Personal Management Skills (demonstrate positive attitudes and behaviours, be responsible, be adaptable, learn continuously, work safely), and Teamwork Skills (work with others, participate in projects and tasks).</p>
<p><b>Working Conditions:</b></p>	<ul style="list-style-type: none"> <li>• This position is 40 hours per week, not all 8:00 – 4:30 pm. Must be flexible to work evenings and weekends, when necessary</li> <li>• Must be available to work Canada Day celebrations</li> <li>• Requires work to be performed in both indoor and outdoor environments in a variety of weather conditions</li> <li>• This is a front line position with both inside and outside work, emergency call out, the potential to deal with uncooperative customers, and heavy physical exertion</li> <li>• Team based environment</li> </ul>

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