



RM OF WEST ST. PAUL

POSITION DESCRIPTION

POSITION Parks and Facilities Attendant	DEPARTMENT: Community Services
EFFECTIVE DATE July 2013	DIVISION: Facilities and Parks
SUPERVISOR: Facilities and Parks Manager	DATE REVISED: July 2026

SUMMARY:

Under the direction of the Facilities and Parks Manager, the Parks and Facilities Attendant is responsible for performing duties related to the operation and maintenance of all municipal buildings, parks, and open spaces within the RM of West St. Paul. The Attendant will perform various tasks necessary for indoor and outdoor maintenance of the recreation facility, administrative offices, operations buildings, green spaces, playgrounds, and sports fields.

KEY RESPONSIBILITIES:

- Maintain the Access Centre, Operations Building, and Administration Building in a clean, safe, and orderly condition through custodial and general facility maintenance activities.
- Perform custodial duties including sweeping, vacuuming, mopping, and scrubbing floors; cleaning and sanitizing washrooms; dusting; cleaning windows, doors, and other surfaces; emptying waste receptacles; and replenishing facility supplies.
- Perform grounds maintenance at the Access Centre, Administration Building, parks, trails, playgrounds, and athletic fields, including mowing, aeration, fertilization, topdressing, seeding, sodding, irrigation, snow clearing, and debris removal.
- Maintain athletic surfaces, including baseball infields and other sports and recreation areas, to established standards.
- Operate a variety of equipment used in parks, grounds, and facility maintenance, including floor scrubbers, front-deck and zero-turn mowers, tractor loaders (40-80 HP) with various attachments, infield groomers, fertilizer and topdressing equipment, utility vehicles, ice resurfacers, ice edgers, trucks, trailers, and similar equipment.
- Safely operate a variety of hand and power tools, including drills, circular saws, grinders, impact drivers, table saws, mitre saws, and other tools required to perform maintenance and repair work.
- Safely operate small-engine equipment, including string trimmers, leaf blowers, push mowers, and comparable equipment.
- Conduct routine inspections, perform minor service and adjustments, clean equipment, and complete basic preventative maintenance to ensure equipment remains in safe working condition.
- Perform ice-making, ice maintenance, and rink maintenance activities at the Access Centre outdoor rink and other municipal skating facilities.

- Identify and report equipment deficiencies, maintenance requirements, facility concerns, and safety hazards to the Facilities and Parks Manager in a timely manner.
- Set up, rearrange, and take down furniture, equipment, and other items required for meetings, programs, and events at the Access Centre, Administration Building, Operations Building, Fire Hall, and other municipal facilities.
- Perform basic building maintenance and repair work, including painting, carpentry, and related tasks.
- Maintain accurate records and complete reports, inspection logs, maintenance records, and other documentation as required.
- Adhere to all applicable workplace health and safety policies, procedures, legislation, and safe work practices.
- Provide support for municipal operations and perform other related duties as assigned.

QUALIFICATIONS:

- Minimum Grade XII education and a minimum of two years' job-related experience.
- Valid Province of Manitoba driver's license class five (5).
- Skills in the operation of designated equipment, including hand and power tools.
- Good interpersonal skills to deal with the public.
- Ability to understand and apply written and oral instruction.
- Physically fit and mentally able to perform the required tasks.
- The incumbent shall be required to work on their own, with minimal supervision and direction.
- Knowledge of Workplace Safety and Health regulations.
- Clear criminal record check and child abuse registry check.

WORKING CONDITIONS:

- This position will require the incumbent to work overtime in the case of special events or emergencies.
- This position will require moderate to extreme physical effort, lifting up to 50 lbs.
- Must be physically fit to complete ongoing manual labour duties.
- Working in temperatures exceeding 32 degrees C and below 0 degrees C.
- Working in the presence of pollen and dust.
- Working at heights.

Incumbent

Facilities and Parks Manager

Date