



**Town of Erin**  
**Lead Hand, Sidewalks and Parks**

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**Business Unit:** Parks & Recreation

**Position Title:** Lead Hand, Sidewalks and Parks (Permanent Full Time)

**Reports To:** Manager of Parks and Recreation

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**ABOUT US**

Nestled on the edge of the Greater Toronto Area (GTA), Erin is more than just a town—it's a vibrant and progressive community that thrives amidst the beauty of rolling hills. As you step into Erin, you'll experience a place on the rise, experiencing explosive growth fueled by its strategic location and forward-thinking approach. The landscape is a testament to nature's artistry, with lush greenery and picturesque views that soothe the soul. But Erin is not just about scenery; it's about progress. With all the amenities of urban living at hand, residents enjoy a quality of life that balances convenience with tranquility. The heartbeat of Erin lies in its infrastructure, continuously evolving to meet the needs of its expanding population. From a state-of-the-art treatment facility ensuring clean water for all, to major water and sewer projects paving the way for future development, Erin is laying the groundwork for a sustainable tomorrow. At the helm of this transformation is a municipal team renowned for its progressive and innovative spirit, driving Erin to become one of Ontario's fastest-growing communities. In Erin, the journey toward progress is as scenic as it is promising, offering a glimpse into the future of modern living intertwined with the beauty of nature.

**OVERVIEW OF POSITION**

The incumbent shall be responsible for overseeing Winter Sidewalk Maintenance and grass cutting activities at allocated areas. The Supervisor is responsible for (but not limited to): coordinating a team of summer students to complete grass cutting sites within the Town of Erin during the summer and ensuring that sidewalk clearing quality standards and service levels are maintained during the winter.

**MAJOR RESPONSIBILITIES**

- In conjunction with the Manager of Parks and Recreation the incumbent will schedule staff within the team to ensure proper coverage where needed and establish a schedule and route for all grass cutting sites.
- Oversee and supervise part-time and full-time students' activities.
- Mentor and lead staff by example.
- Maintain appropriate records of operations.
- Operate and maintain various pieces of equipment including (but not limited to); JohnDeere3039 tractor, Trackless Sidewalk plow, Zero Turn Mower, Weedwacker, and hand tools.
- Operate a pickup truck with trailer attached, while using safe practices.

- Plow all sidewalks and salt public areas within the Town.
  - Perform minor repairs to equipment.
  - Provide excellent customer service to the Residents of the Town, where applicable.
  - Order applicable PPE and supplies for staff under these positions oversight.
  - Conduct inspections of machinery and report any concerns to the Manager of Parks and Recreation.
  - Perform duties in compliance with minimum standard requirements as directed by the Ministry.
  - Perform administrative duties in the unit as required.
- \*\* Various tests and/or exams may be administered as part of the selection criteria.

### **POSITION REQUIREMENTS**

- Completion of Grade 12 education.
- ORFA Recreation Facility Operators Designation is an asset.
- **A valid class “G” license is required.**
- Previous experience working in a parks & rec setting is considered an asset.
- Operating various types of machinery such as grass cutting equipment and an ice resurfacer is desirable.
- Criminal record check.

### **WORKING CONDITIONS AND ENVIRONMENT**

- During the summer months, this position works 8:00am – 4:00pm, Monday-Friday, and on-call/scheduled shifts during the winter months. However, the incumbent may be required to work outside of normal business hours for special events or tournaments.
- The Town of Erin provides an excellent comprehensive benefit package as well as enrollment in the OMERS plan.
- Working conditions for this position may include inclement weather.

If you're passionate about joining our growing, innovative team, don't hesitate to apply! We encourage you to apply by sending your resume to [HR@Erin.ca](mailto:HR@Erin.ca); we will accept resumes until 4:00 pm on Friday, July 5<sup>th</sup>, 2024.

We'd love to hear from you! The Corporation of The Town of Erin celebrates diversity, and we are proud to be an equal opportunity employer. We are committed to creating equitable opportunities and an inclusive environment for all employees and applicants. We make employment-related decisions without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, age, disability, or veteran status. The foregoing represents a reasonable statement of the requirements of this position. We use the information collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection only. Accommodation is available for all parts of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act.