



The Operations Attendant is a hands-on position responsible for helping keep Brightsand Lake Regional Park clean, safe, and well maintained. This role supports daily park operations including groundskeeping, facility cleaning, basic repairs, and general maintenance tasks.

Operations Attendants work as part of a team and take directions from the Maintenance Supervisor. A strong work ethic, positive attitude, and willingness to work outdoors are essential.

Reporting Relationship: reports directly to the Maintenance Supervisor

Key Responsibilities

General Duties

Daily Park Maintenance & Groundskeeping

- Maintain park grounds including mowing, trimming, weeding, and general cleanup
- Keep all public and recreational areas clean, safe, and presentable
- Collect and remove garbage and recycling
- Assist with basic landscaping tasks as needed
- Piling, supplying, and selling firewood

Facilities and Cleaning

- Clean and restock washrooms, showers, and laundry facilities
- Help maintain park buildings and amenities
- Assist with basic repairs and upkeep as directed by Maintenance Supervisor

Equipment & Safe Work Practices

- Safely operate and maintain equipment such as mowers, trimmers, and vehicles
- Use tools properly and report equipment issues or safety concerns immediately to Maintenance Supervisor
- Follow all Occupational Health & Safety requirements

Qualifications and Skills

- Comfortable working outdoors in varying weather conditions
- Excellent decision making and problem-solving skills.
- Able to multi-task.
- Proven Team Player with the ability to work independently.
- Attention to detail.
- Strong customer service skills is an asset responding politely to park patrons with basic questions and directing them as needed, helping to support a safe and enjoyable experience for visitors, reporting concerns to the Maintenance Supervisor when necessary
- Responsible for completing tasks as required within deadlines.
- Ability to adapt and implement new tools rapidly.
- Physically able to perform regular manual labor tasks
- Driver's license is a mandatory requirement



Compensation and Terms of Employment

- This position of Park Operation Attendant may be up to 40-Hours per week.
- Vacation payments will be paid out on each payroll cycle.
- Payroll will be on a semi-monthly basis.
- This position is Seasonal and may begin as early as May 1- 15 to September 30.
- Wage is based on experience and will be determined and reviewed annually by the Board.
- Hours may vary and be typically over the weekends and peak periods, so flexibility is required.
- Training may be supported where applicable to park operations.

Termination of Employment

The Brightsand Lake Regional Park Authority reserves the right to terminate employment with documented evidence of unsatisfactory performance, failure to follow direction, or misconduct.

Progressive discipline will generally follow these steps:

1. Verbal discussion outlining concerns and expectations - documented
2. Written notice outlining required improvements.
3. Termination of employment, with supporting documentation.

Immediate termination may occur in cases involving serious misconduct, safety risks, or policy breaches.