



Position Description

POSITION TITLE: Seasonal Recreation Labourer
DEPARTMENT: Community Services
REPORTS TO: Community Services Director

SUMMARY OF POSITION:

The Seasonal Recreation Labourers are responsible to maintain the hamlets, campgrounds, transfer stations, truck fills, some irrigation and cemeteries within Starland County. They are also required to develop new skills on how to operate a truck and trailer unit and various pieces of machinery.

RECOMMENDED TRAINING & QUALIFICATIONS:

- Valid Alberta Class 5 Drivers License
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, National Safety Codes and others as applicable

KEY DUTIES AND RESPONSIBILITIES:

- 1. Weed Whipping, Kubota Mowing, Walker Mowing, and John Deere Mowing:**
 - a) Grease Equipment, clean air filter, clean out grass, dust and debris as needed, check coolant levels and any other maintenance as required
 - b) Maintain hamlets, cemeteries, transfer stations, truck fills, recreation sites and any other mowing that may be required
 - c) Inspect sites upon arrival for any hidden hazards to yourself or equipment. Clean any debris/garbage from area prior to mowing.
- 2. Bathroom Cleaning and Garbage Removal:**
 - a) Pressure wash outhouses
 - b) Perform required maintenance to pressure washer both before and after use
 - c) Be sure to pick up any loose garbage in the bins when removing and replacing bags
 - d) Clean outhouses and shower shack thoroughly in a sanitary way including sweeping, cleaning counter tops, cleaning showers, stocking toilet paper and hand towels, ensuring there is soap and deodorant sticks in their holder
 - e) Clean camp kitchens by sweeping, pressure washing and then squeegee to push excess water out
- 3. Hauling Wood:**
 - a) Be sure to secure your load with the tarp provided on the truck
 - b) Ensure all wood is in the wood bin before proceeding

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4. Hauling Water:

- a) Ensure all equipment is fueled prior to leaving
- b) Be sure to only use clean disinfected equipment when filling water tank

5. Planting/Hauling/Watering/Pruning/Removal of Trees/Shrubs:

- a) Follow proper maintenance procedures for heavy equipment
- b) Ensure you have shovels, rakes and all other necessary equipment before leaving the yard and be sure to store equipment safely and securely
- c) Ensure you strap trees down and secure your load properly
- d) Be sure to check your chainsaw thoroughly before using it
- e) Be sure to follow procedures on how to cut down trees, water trees, prune trees, removing trees, planting trees and transporting trees

6. Shovel Debris out of the Fire Pits

7. Painting when necessary

8. Irrigation when required

9. Notify supervisor of any equipment or facility deficiencies

10. All other duties assigned by the Community Services Director and/or Chief Administrative Officer

SAFETY COMMITMENT:

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position requires operation of County vehicles making it a safety sensitive position, so drug and alcohol testing is required on hiring.

*Revised as of January 2025