

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: FACILITY AND PARKS LABOURER
	Union / Non-Union: UNION	Classification Type: FULL-TIME
	Salary Classification: As per collective agreement	Approval Date: Dec 22, 2025

General Job Responsibility

The Facility & Parks Maintenance Labourer will be responsible for the day-to-day operation, maintenance and care of the arena, pool and parks located within the community of Bridgetown as seasonally required. This role includes ice making and maintenance, janitorial and minor facility repairs, operation of ice-making and building maintenance equipment and setup and take down for recreation programs and events.

This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

Accountability

This position reports directly to the Lead Hand and Municipal Operations Manager.

Specific Job Responsibilities

1. Make ice surface and maintain ice including flooding, operating ice conditioning machines, ice painting, etc
2. Perform facility maintenance, including janitorial and minor repairs.
3. Coordinates regular maintenance checks on ice-making equipment.
4. Operate equipment including, but not limited to, ice-making, janitorial, parks and building maintenance.
5. Set up and take down for various activities held in the recreation facilities.
6. Assist in the supervision and training of support staff and assist with scheduling.
7. Enforce all rules and regulations regarding public health and safety.
8. Ensure buildings and facilities are clean, vacant and secure at end of day as per daily checks.
9. Assist with maintaining flower beds, trees, shrubs, trails, turf areas, parks and playing fields, including but not limited to, weeding, mowing grass, litter pickup, pruning, fertilizer etc as required.

10. Perform heavy manual duties, including but not limited to, snow removal, gardening, moving tables, chairs etc.
11. Responsible for seasonal pool start-up/shut-down procedures.
12. Performs pool maintenance, water quality and overall oversight of pool facility.
13. Identify hazards and perform corrective measures, and/or report hazards to supervisor.
14. Maintain records, logs and checklist information as required.
15. Shift work is required, including weekends.
16. Other duties and responsibilities as may be assigned from time to time by the Manager of Municipal Operations.

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Qualifications and Expectations

Candidates for this position must have a minimum of Grade 12 education, first aid/ CPR and a valid Class 5 Nova Scotia Driver's License as well as 2 years related experience in ice making, janitorial and facilities maintenance. Previous experience in a municipal government setting would be considered an asset. Candidates will hold or be willing to obtain: Pool Operator certification, Second Class Refrigeration Plant Operator certification or Playground Inspector certification.

Due to the nature of this position, the candidate must have good communication, problem-solving, decision-making, critical thinking, job task planning and organization skills. The candidate must have demonstrated ability to operate related equipment safely and efficiently. Candidate will be in good physical condition, be able to lift 23 kilograms and be able to work independently and accomplish tasks and assignments in a safe and timely manner. The position will require work outside normal office hours, including evenings, weekends and holidays. During arena season (Oct – April) schedule is subject to change based upon the arena operating schedule. The employee must be comfortable working in both indoor and outdoor weather conditions.