



**Job Description**

The City of Orillia Parks, Recreation and Culture Department have various summer parks and facilities contract positions available in the areas listed below. Please make sure to clearly indicate what position(s) you are applying for by checking the appropriate box.

**APPLICATIONS WILL NOT BE ACCEPTED UNLESS YOU INDICATE WHICH POSITION(S) YOU ARE APPLYING FOR BY CHECKING (✓) THE APPROPRIATE BOX.**

✓	Position	Duties	Contract Duration	Pay Rate (Based on 2018 rates)
	Couchiching Beach Park	Building/apparatus/ground/horticulture maintenance and litter control.	Spring – Fall	\$15.00
	Horticulture	Flower bed preparation, installation and care of horticultural areas and hanging baskets (includes weekend watering), greenhouse operational practices (including transplanting and watering). Applicants must be able to drive a small dump truck.	Spring - Fall	
	Turf/Grounds Maintenance	Mowing all turf area, ground maintenance, equipment and apparatus maintenance. Must be able to operate varied riding mowers and drive a truck with trailer. Assist with turf management, athletic field maintenance and general parks maintenance operations.	Spring – Fall	
	Special Event Maintenance	Ball diamond maintenance, including dragging and lining of diamonds. Assisting with special events, including litter control, garbage and recycling collection as well as sorting of recyclables.	Spring - Fall	
	Recycle and Garbage Collection	Collection of garbage and recycling throughout the parks system and sorting of recyclables.	Spring - Fall	
	Skilled Parks Maintenance	At least three years' experience working for the City of Orillia in Summer Parks positions, or training (or the equivalent job experience) in one or more of parks maintenance, horticulture, turf, and athletic field maintenance. Must demonstrate competence operating parks related machinery and a truck with trailer. <i>This position does not qualify for the contract completion bonus.</i>	Spring - Fall	\$16.75

**\*The wages above include a \$1.00/hr contract completion bonus (to be paid at the end of summer).**

Join us at Rotary Place on **January 16, 2019** from **4:00 p.m. – 7:00 p.m.** for our Parks, Recreation and Culture Job Fair! See what positions will be available at the new Orillia Recreation Centre, and apply for summer jobs!

A Criminal Record Check with Vulnerable Sector Check and a valid Class “G” Ontario Driver’s licence with an acceptable driver’s abstract are required, at the candidates expense. These positions have varied work hours which may include days, evenings and weekends. Interested applicants are invited to submit a resume in confidence in MS Word or PDF format by **February 1, 2019 at 4:00 p.m.** to:

Lori Bolton, CHRL, Director of Human Resources,  
 City of Orillia, 50 Andrew Street South, Suite 300, Orillia, ON L3V 7T5  
 Email: [lbolton@orillia.ca](mailto:lbolton@orillia.ca) Fax: 705-325-5904

We thank all applicants that apply and advise that only those to be interviewed will be contacted. The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance with the *Municipal Freedom of Information and Protection and Privacy Act*, personal information is collected under the authority of the *Municipal Act 2001, S.O. 2001, c. 25*, and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, 50 Andrew St. S., Suite 300, Orillia ON L3V 7T5 or call 705-325-1311.