



## OFFER OF EMPLOYMENT

The Town of Barkmere is hiring an: **Grounds and greenspace maintenance worker and gate attendant**

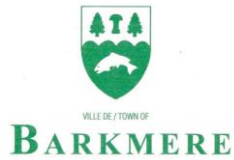
Offer # 2022-001 | Full-time seasonal position

### **Brief description:**

Under the supervision of the municipal inspector, the employee performs various tasks relating to municipal infrastructure, buildings and parks, and enforces shoreline protection regulations by controlling boat access to Barklake.

### **Main responsibilities:**

- Carry out maintenance and repair work, mainly, but not limited to, outdoor activities such as cutting grass, cleaning the grounds, watering, mowing and others;
- Use equipment and vehicles such as a boat, lawn mower, grass trimmer, brush cutter and others;
- Assist the municipal inspector in various inspection tasks;
- Clean boats before launching;
- Control access to the lake (opening and closing of gates);
- Keep the boat register up to date;
- Ensure that the boats are moored in the space allocated to them;
- Prepare visitor registration forms and issue identification stickers;
- Require applicable pricing;
- Manage petty cash;
- Direct motorists in the parking lot to maximize space and ensure that a safe passage is available in the event of an emergency;
- Assist citizens with small tasks;
- Cleaning and maintenance of bathrooms;
- Clean the following spaces: Town hall grounds, parking lot, the landing stage, the docks, the residents' park and any other location, as needed;
- Take care of emptying the garbage cans in outdoor and indoor public spaces at least once a week and make sure to put the bins on the road during collections;
- Water and maintain the gardens, as needed;
- Any other related tasks requested by a superior;
- Perform all other tasks required for public works;
- Promote the nautical code of conduct;



### Required profile

- Hold a high school diploma
- Have the protection of the environment at heart
- Be available to work variable hours
- Have good manual skills and good physical capacity
- Demonstrate loyalty and confidentiality
- Have interpersonal skills and a good sense of teamwork

### Working conditions

- Full-time seasonal position (summer 2022).
- 32 hours/week.

### How to apply for this position?

Interested persons are invited to send their resume BY EMAIL no later than **March 25, 2022 @ 4 p.m.**, to:

**Jessica Miller, Executive Assistant**

Email: [communications@barkmere.ca](mailto:communications@barkmere.ca)

*We thank you for your interest. Only selected candidates will be contacted.*