



## Employment Opportunity

The Township of Emo is currently seeking an individual for the position of Arena/Parks Labourer

**Resumes to be received on or before**

**Wednesday, April 16, 2025, at 12:00 p.m. for:**

### **Arena/Parks Labourer**

Wage: \$29.48/hr

Comprehensive Benefit Package/OMERS Pension

Please submit your cover letter and resume to the attention of  
Crystal Gray, CAO/Clerk Treasurer

By email to [township@emo.ca](mailto:township@emo.ca) in the form of one (1) PDF file.  
Complete job descriptions available at the Municipal Office or [www.emo.ca](http://www.emo.ca)

*We thank all the applicants for their interest but only those selected for an interview will be contacted.*



Township of Emo  
Position Description

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**POSITION TITLE:** Arena/Parks Labourer  
**GENERAL SUPERVISOR:** Arena/Parks Manager and in his/her absence, the Public Works Superintendent.

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**Position Summary:**

The Arena/Parks Labourer is responsible for providing assistance to the Arena/Parks Manager. The Arena/Parks Labourer will be a member of a fast-paced team that is responsible for the care and maintenance of the Emo-LaVallee Community Centre, and the Emo Parks, Cemetery, and Recreation areas.

**Direction Received:**

The Arena/Parks Labourer performs duties and responsibilities of the position under the direction and supervision of the Arena/Parks Manager or designate.

**Responsibilities:**

***Arena Labourer Responsibilities***

1. Zamboni maintenance – weekly blade change or as needed; check oil and grease machine; arrange for propane inspection on Zamboni before and after winter season;
2. To be able and willing to operate floor scrubber and vacuum cleaner;
3. To be responsible for assisting in the installation of ice and proper hockey lines in accordance with CAHA rules;
4. To be responsible for keeping the arena clean daily, including downstairs lobby, stairs, dressing rooms, washrooms (throughout the day), lobby/auditorium windows, bleachers, Zamboni room, time box and players

benches. Also to keep clean the auditorium, kitchen, bar and washrooms, when necessary.

5. To pick up supplies needed for the operating of the Emo-LaVallee Community Centre; and to haul garbage to the Emo Landfill Site.
6. Collect ice rental payments and other arena income, issue receipts for all monies collected.
7. Prepare monthly ice rental statements.
8. Responsible for ice rental bookings.
9. Coordinate arena bookings with Municipal Office staff.
10. Ensure all policies for the facility are followed by users of the facility.
11. Perform all other duties as assigned.

### ***Parks Labourer Responsibilities***

1. Operate equipment: riding and push lawnmowers and grass trimmers throughout the community parks and greenspace areas, cemetery, sports field.
2. Maintenance of equipment: change oil and blade replacement, as required.
3. Flowerbeds: till, plant, weed and water flowers.
4. Opening and cleaning washrooms at Sportsfield and Emo Lions Park.
5. Community cleanup: once a week, or as needed (haul to Emo Landfill Site).
6. Leveling of headstones and graves.
7. General maintenance of parks and cemetery.
8. Perform all other duties as assigned.

### **Qualifications:**

1. High School Diploma – several years of related experience – preferably arena operations.
2. Must be familiar with the operation of the Zamboni Ice Machine – familiar with scraping and flooding. Freon ice plants 30 hp, 50 hp and brine pump;
3. Must be willing to take Basic Refrigeration and Propane Handling Course, WHMIS, First Aid and CPR Training.
4. Criminal background check required.
5. Valid Class G Driver's Licence.

6. Strong attention to detail and highly organized.
7. Able to prioritize multiple demands.
8. Able to work independently and with little direction, following instructions accurately and completely.
9. Working knowledge of customer relations' practices, procedures and techniques.
10. Ability to answer inquiries and complaints under pressure.
11. Ability to work tactfully and courteously with the public and fellow employees.
12. Ability to perform work with a high degree of accuracy.

**Effort:**

**Working Conditions**

1. Core hours are determined on the basis of a 40-hour work week.
2. The position demands a large degree of flexibility regarding working hours, during the fall and winter months. (i.e. evenings and weekends)
3. Maintenance of grounds and facilities expose Arena/Parks Labourer to risks such as heights, chemical substances, flames, electric shock, and exposure to extreme temperature for long periods of time.