



JOB DESCRIPTION

CLASSIFICATION:	OUTSIDE CASUAL
REPORTS TO:	RECREATION OFFICER/MANAGER OF PUBLIC WORKS
DATE:	JUNE 2025

POSITION SUMMARY

The Outside Casual, working on an on-call basis, performs a variety of duties across different areas such as Campgrounds, Grounds, and the Arena. This role involves various maintenance, custodian, and operations tasks, while providing quality customer service and maintaining public relations to ensure the smooth functioning of assigned areas. The Outside Casual is responsible for maintaining assigned District spaces, ensuring they are clean, safe, and aesthetically pleasing. This position requires availability to work flexible hours, including days, evenings, weekends, holidays, and potential split shifts.

KEY RESPONSIBILITIES

CAMPGROUND ATTENDANT DUTIES:

- Registers campers and collects fees based on the site regulations, sells and distributes firewood, responds to inquiries, and provides visitors with park and local area information.
- Balances cash revenues daily.
- Cleans and rakes campsites, empties litter from fire pits, and removes garbage throughout the campgrounds and day-use areas.
- Cleans and stocks toilet and washroom facilities in campgrounds and day-use areas.
- Performs scheduled ground maintenance tasks such as mowing, weed eating, brush cutting, and raking.
- Maintains supply inventory and daily logbooks and records as required.
- Performs heavy manual labour, including shoveling, lifting, and climbing.
- Operates small equipment such as pickup trucks, riding and hand mowers, weed eaters, leaf blowers, drills, saws, and sanders, etc.; performs daily maintenance checks of equipment operated to ensure adequate fuel/oil levels and proper running order.
- Identifies hazards and performs corrective measures, and/or reports hazards to supervisor.

GROUNDKEEPER DUTIES:

- Plants and maintains trees, shrubs, flowers, and lawns using accepted horticultural practices such as proper soil preparation, weeding, watering, mulching and pest and disease control.
- Trims and prunes trees under direction of the Groundskeeper.
- Picks up and disposes of litter.
- Assists with the operation and maintenance of irrigation systems.
- Assists with the installation and maintenance of playground equipment and fences.

- Operates walk behind rototiller, weed eaters, leaf blowers and other small hand tools.
- Keeps apprised of new procedures, techniques and innovative methods pertaining to horticultural practices.
- Ensure that job duties are completed in conformance with municipal procedures.

ARENA DUTIES:

- Assists the public and user groups, including skate sharpening and setting up and taking down for scheduled events or activities.
- Performs regular and routine cleaning tasks in the arena, including cleaning of the lobby, washrooms, and stands.
- Monitors the conduct and flow of patrons in the facility to ensure operational safety within the designated area and enforces applicable rules and regulations where necessary.
- Performs minor clerical and recreation facility support duties, and cashier duties, including receiving payments, issuing receipts, and handling cash.
- Identifies general facility maintenance issues, performs minor repairs, and ensures that supplies are in stock.
- Maintains and monitors the ice surface quality, including flooding, operating the ice resurfacer, operating the edger, and ice painting; assists with ice removal and clean up at the end of the season.
- Assists with operation and maintenance of the ice-making equipment, including compressors, condensers, refrigeration units, and related piping and monitors energy usage to ensure the equipment and facilities comply with municipal standards and regulations.
- Performs daily routine inspections of equipment, including meter and record readings.
- Assists with operation and maintenance of the building heating system.
- Prepares reports on personal or municipal property injuries, losses, or damages.
- Assists tradespersons in repairs, tasks, and facilities maintenance projects.

All duties listed above are intended only as an illustration of the various types of work to be performed; the omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

REQUIRED CORE COMPETENCIES:

- **Customer Service:** Maintains courteous and positive public relations with customers, including residents and other District staff, by delivering quality customer service.
- **Maintenance and Operational Skills:** Performs a variety of maintenance tasks and operating small equipment. Assists with the maintenance of grounds, buildings, and structures.
- **Cash Handling and Record Keeping:** Registers campers, collects fees, provides receipts, balances cash revenues daily, and maintains daily logbooks and records.
- **Ability to Work Independently:** Demonstrates the ability to work independently with minimal supervision, ensuring tasks are completed efficiently and effectively.
- **Safety and Compliance:** Identifies hazards, performs corrective measures, and ensures job duties are completed in conformance with municipal procedures.
- **Physical Stamina:** Performs heavy manual labor, including shoveling, lifting, and climbing. Physically able to satisfy the requirements of the position.

- **Technical Skills:** Operates and maintains ice-making equipment, building heating systems, and performs daily routine inspections of equipment.
- **Communication and Teamwork:** Assists the public and user groups, provides current information about park sites, and responds to questions.

REQUIRED QUALIFICATIONS

- Grade 12 Graduation
- A valid Class 5 BC Driver's License
- Basic First Aid Certificate with CPR C and AED Certification
- Satisfactory Police Information Check – Vulnerable Sector

GENERAL / WORKING CONDITIONS

- Must be available to work flexible hours, including days, evenings, weekends, holidays, with potential for split shifts.
- Primarily an outdoor role during the summer, requiring work in various weather conditions, including heat, sun, and occasional rain.
- The role involves physical activities such as heavy manual labor, including shoveling, lifting, and climbing.
- This is a position with the BC General Employee's Union (BCGEU).