



## **EMPLOYMENT OPPORTUNITY SADDLE HILLS COUNTY**

### **Seasonal Full Time Recreation & Facilities Assistant**

Reporting to the Manager of Protective Services, the Recreation & Facilities Assistant will assist with the operation and maintenance of County recreation infrastructure, as well as other County facilities.

Salary Range - \$32.82 – \$33.94

Hours of Work- 5 days per week – 36.25 hours per week

#### **QUALIFICATIONS:**

Must have or be willing to obtain:

- High School diploma.
- Experience in facilities maintenance and campground operations
- Good interpersonal skills and a positive attitude.
- Experience with MS Office and other computer applications.
- Ability to interpret and adhere to organizational policies and procedures.
- Municipal government experience would be an asset.
- Function as a member of a team with ability to work independently with minimal supervision while staying committed to customer service.
- Interact well with and respond to enquiries from County personnel, campground staff and members of the public.
- Must provide a valid class 5 driver's license and criminal record check satisfactory to Saddle Hills County.
- Must have or be willing to obtain First Aid certificate.
- Preference will be given to applicants residing within 40 km of Saddle Hills County.

#### **WORKING CONDITIONS:**

- Normal working day consists of 7.25 hours, however overtime may be required.
- Subject to working in both indoor and outdoor environments – heat, cold, dry, dusty and/or wet conditions as well as insects, bees, and wildlife.
- Use and operation of a vehicle, ATV, hand tools, chainsaw, wood splitter, etc.
- Ensures all operations are conducted in a safe manner and in accordance with Saddle Hills County policies and all Occupational Health and Safety Rules and Regulations.

The above statements are intended to describe the general nature of the position and not a complete job description of all responsibilities and activities required for this position. Applications **will** be accepted until a suitable candidate is found. Only those considered for an interview will be contacted.

Please send resumes in confidence to:

Attention: Human Resources Coordinator, Re: Recreation & Facilities Assistant

E-mail to: [hr@saddlehills.ab.ca](mailto:hr@saddlehills.ab.ca)

Fax: {780} 864-3904 Ph. {780} 864-3760