



Working Foreperson – Parks & Recreation Wanted!

Permanent Full-time

Salary: \$35.16

The City of Elliot Lake is seeking a hands-on Working Foreperson to coordinate the daily operations and maintenance of our parks, sports fields, and recreation facilities. Reporting to the Manager of Parks and Recreation Facilities, this role is "boots-on-the-ground," working alongside staff while providing guidance to ensure our public spaces—including Rogers Arena, the Ruben Yli-Juuti Centre, and our many trails and beaches—are safe and well-maintained.

What You Will Be Doing:

- Provide daily direction to full-time, part-time, and seasonal staff; assign work activities, verify timesheets, and provide on-the-job training.
- Work alongside the crew to perform construction, repairs, and routine maintenance on facilities, boat launches, and green spaces.
- Assist with seasonal startups and shutdowns, including arena ice operations, pool maintenance, and horticultural landscaping.
- Conduct routine safety inspections of playgrounds and facilities to ensure compliance with OHSA, WHMIS, and municipal standards.
- Operate and maintain a variety of tools, vehicles, and equipment; troubleshoot minor mechanical issues and coordinate repairs.
- Liaise with contractors, volunteer groups, and other City departments to ensure projects are completed efficiently and budgets are respected.

What You Bring to the Table:

- 3+ years in parks/recreation maintenance and 1+ year in basic construction.
- High School Diploma plus related post-secondary coursework or training.
- Valid Ontario Class DZ Driver's Licence and First Aid/CPR Level C.
- Working at Heights and Chainsaw Safety; ORFA and CPSI assets (or willingness to obtain).
- Proven ability to guide crews and coordinate daily work activities.
- Physically fit (50 lbs lifting), available for on-call/weekends, and a clear Vulnerable Sector Check.

Why Join Us? At the **City of Elliot Lake**, you're not just taking a job—you're becoming part of a team that shapes the culture and community spirit of our city. You'll enjoy a supportive work environment, opportunities to grow, and the satisfaction of making a real impact on public life in Elliot Lake.

CLOSING DATE: Thursday, April 30, 2026

Ready to Make a Difference? To apply and view the full job posting please go to our website at <https://www.elliottlake.ca/en/city-hall/jobs.aspx>

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, a request for accommodation will be accepted as part of the City of Elliot hiring process. If you require accommodation, please contact Human Resources.

The City of Elliot Lake thanks all applicants. Only those selected for interviews will be contacted.

Job Description

JOB TITLE: WORKING FOREPERSON – PARKS	DEPARTMENT: RECREATION & CULTURE
DATE: MARCH 24 th , 2026	SUPERVISOR: MANAGER OF PARKS AND RECREATION FACILITIES
PRIMARY PURPOSE OF JOB:	To coordinate and support the day-to-day operations of all parks and recreation facility operations.

Position Summary

Under the direction of the Manager of Parks and Recreation Facilities, the Working Foreperson – Parks and Recreation is hands-on position that participates in and coordinates the daily work of Parks and Recreation staff engaged in the construction, operation, and maintenance of parks, sports fields, recreation facilities, including but not limited to the Elliot Lake Arts and Heritage Centre, Collins Hall, Rogers Arena, and the Ruben Yli-Juuti Centre, as well as boat launches, trails, and green spaces.

The incumbent performs work alongside staff and provides day-to-day direction and guidance to crews, ensuring work is completed safely, efficiently, and in accordance with established standards, collective agreement provisions, and departmental procedures. The Working Foreperson – Parks and Recreation Facilities will provide input and reports to the Manager as required.

Basic Job Duties

1. Participates in and provides day-to-day direction to full-time, part-time, and seasonal employees in parks and recreation operations.
2. Assigns and coordinates daily work activities in consultation with the Manager, ensuring efficient use of staff, equipment, and resources.
3. Works alongside staff in the performance of maintenance, construction, and operational duties.
4. Provides instruction, guidance, and on-the-job training to staff to support safe and effective work practices.
5. Ensures adherence to established corporate policies, collective agreement provisions, and health and safety regulations; reports concerns to the Manager.
6. Monitors work progress, makes corrections, and provides feedback and guidance to staff; reports performance concerns to the Manager.
7. Reviews and verifies staff time sheets for accuracy and completeness prior to submission to the Manager.
8. Maintains effective communication with staff, user groups, contractors, and the public; refers complex or escalated issues to the Manager.
9. Coordinates work with City departments, contractors, and volunteer groups as needed.

10. Performs and coordinates routine and preventative maintenance tasks for parks, recreation facilities, and related infrastructure.
 11. Troubleshoots equipment and operational issues and performs minor repairs; escalates major issues as required.
 12. Ensures proper operation, care, and routine maintenance of tools, vehicles, and equipment.
 13. Assists with layout, preparation, and implementation of approved site plans and maintenance projects.
 14. Provides input to the Manager regarding materials, supplies, and equipment requirements.
 15. Assists in monitoring contractor work on-site to ensure compliance with specifications and standards.
 16. Provides operational input into maintenance planning, scheduling, and budget considerations.
 17. Ensures work is performed in compliance with applicable legislation, regulations, and standards.
 18. Provides input into hiring processes when requested.
 19. Ensures parks, playgrounds, sports fields, boat launches, beaches, and green spaces are maintained to established standards.
 20. Participates in the operation and maintenance of recreation facilities, including arenas, pools, arts and culture centres and community halls.
 21. Assists with seasonal start-up and shutdown procedures for facilities, including arena ice operations and pool maintenance.
 22. Responds to after-hours operational issues or emergencies on a rotational or as-required basis.
 23. Conducts routine inspections of facilities and outdoor assets to ensure safety, cleanliness, and compliance (including WHMIS and OHS requirements).
 24. Assists in the care and maintenance of municipal horticultural assets and landscaping.
 25. Performs other related duties as assigned.
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Qualifications (Education, Experience, Knowledge, Skills & Abilities)

- Minimum Ontario Secondary School Diploma, with additional post-secondary coursework or certification (up to one year) in parks maintenance, horticulture, forestry, landscape construction, facility maintenance, or a related field.
- Minimum one (1) year experience in basic construction and maintenance techniques.
- Minimum three (3) years of experience in parks and/or recreation facility operations and maintenance.
- Demonstrated experience operating and maintaining landscaping, horticultural, and winter maintenance equipment.
- Certifications through the Ontario Recreation Facilities Association (ORFA) in Basic Refrigeration and Pool & Spa Operator (or equivalent), or willingness to obtain.
- Canadian Playground Safety Institute (CPSI) Playground Inspector certification, or willingness to obtain.
- Valid Working at Heights and Chainsaw Safety certifications.
- Knowledge of materials, methods, tools, and equipment used in parks and facility maintenance.
- Working knowledge of applicable legislation and regulations (e.g., Occupational Health & Safety Act, public pool and arena regulations).
- Ability to read and interpret blueprints, schematics, and site plans.
- Demonstrated ability to coordinate and guide staff in the workplace.
- Strong interpersonal, communication, and customer service skills.
- Valid Ontario Class DZ Driver's Licence.
- Valid First Aid, CPR Level C & AED certification.
- Physically capable of performing the duties of the position, including lifting up to approximately 50 lbs.
- Satisfactory Police Vulnerable Sector Check.
- Availability to work evenings, weekends, and respond to after-hours calls as required.

