Job Description

The Corporation of the Township of Augusta

Position title: Public Works/Recreation Coordinator

Department: Public Works

Reports To: Manager of Public Works

Classification: Pay band - $24.14 to $25.90 (OPSEU Local 494 Collective Agreement 2024 rates)

Position Summary:

Reporting to the Manager of Public Works, the Public Works/Recreation Coordinator, provides administrative, accounting, and general support to the Manager of Public Works and Manager of Parks, Recreation, and Facilities. Coordinates the Public Works and Park, Recreation, and Facilities Department Operations which include community centers, parks, roads, bridges, and infrastructure. Assists with coordinating facility booking and facility maintenance, in addition to general inquiries with the public and township staff.

Position Responsibilities:

General:

1. Provide administrative assistance to the Manager of Public Works and Manager of Parks, Recreation, and Facilities.
2. Respond to inquiries from the public via phone, email and in person relating to roads maintenance requests.
3. Assist with the preparation and distribution of correspondence, staff reports, by-law updates, and contract and procurement documents.
4. Receive information from and relay information to the department's field operations via phone, text, and two-way radio to ensure prompt response to service requests and emergency conditions.
5. Maintain and manage the department's records including hard copy files, daily mail, electronic files and databases, financial records, and purchase orders.
6. Liaise with suppliers and contractors as needed to ensure coordination of effort.
7. Conduct research in municipal archives as requested.
8. Assist with content for the Township website (social media) within areas of responsibility.
9. Liaise with other Departments to ensure coordination and consistency of approach on corporate initiatives.

10. Undertake special projects and assignments as requested.
11. Assist with the preparation of the department's annual budget.
12. Participate in corporate committees and teams as required.
13. Provide support to Pubic Works and Parks, Recreation, and Facilities activities.
14. Other duties as assigned.

Recreation:

1. Assist with Community Recreation Associations and others in accordance with Township policy regarding the use of township facilities and parks by community groups and event organizers. Ensure proper insurance and required permits are in place.
2. Maintain a general knowledge of community centres, parks and facility matters and be able to respond to inquiries of a general nature in a timely fashion.
3. Assist with community groups to coordinate approved programs. i.e., Markets, Play in the Park under the direction of the Manager of Parks, Recreation, and Facilities.
4. Assist with coordinating community center maintenance activities with community recreation associations rental schedule under the direction of the Manager of Parks, Recreation, and Facilities.
5. Assist with the review requests for maintenance of facilities and coordinate required repairs with the Manager of Parks, Recreation, and Facilities.

Education, Experience and Qualifications:

1. Diploma in Business Accounting, Office Administration, or a related discipline
2. Two (2) years clerical/administrative experience preferably in a municipal operations environment
3. Excellent interpersonal, customer service and communication skills in both oral and written form.
4. Proficiency in a computerized environment, with Microsoft operating systems, database, and in-house software. Advanced knowledge of Microsoft Outlook, Word, Excel, Publisher, and Power Point.
5. Working knowledge of facility scheduling, job cost, customer relations systems.
6. Working knowledge of accounting practices, general meeting procedures, minute taking and record keeping/file management practices, report writing techniques, and presentation/preparation needs.
7. Strong organizational, problem solving, time management, decision making, and customer relations skills are required for the position.
8. Ability to work independently or in a team environment.
9. Attention to detail and accuracy combined with an ability to thrive in a fast-paced environment is a must.
10. Ability to manage confidential information and to exercise discretion and sound judgment regarding sensitive or confidential issues and to project a professional image.

11. Willingness to participate in continuous upgrading, training, and self-development programs.
12. Valid Class G Ontario Driver's License.

Health & Safety Responsibilities:

1. To learn, understand and practice standard Township operating procedures
2. To be familiar with and comply with the provisions of the Occupational Health and Safety Act and Regulations, and the Township Health and Safety Policies and Procedures
3. To take every precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations
4. To report unsafe acts or conditions to their supervisor or a Health and Safety Committee Representative
5. To report any occupational injury or illness immediately to their supervisor
6. To use personal protective equipment, where required
7. To report any contravention of the Occupational Health and Safety Act

Physical & Psychological Demands & Working Conditions:

Environment: Work is conducted in an office environment with exposure to criticism from the public. Requirement to juggle priorities, verbally communicate to exchange information. Deal with constant interruptions and changing demands during the course of a working day; occasions whereby an extremely short amount of time is available to complete a project or task (regularly); wide variety of tasks requiring ability to manage multiple projects and make independent decisions (daily); while maintaining a pleasant, professional, and positive demeanour.

Physical: Requirement for sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicle;

Contacts:

Incumbent communicates regularly with municipal staff, staff of other municipalities, the general public and Provincial ministries and government agencies.

Hours of Work: Normal hours of work are Monday – Friday days, 37.5 hours per week. Some weekends and/or evenings may be required as needed and will be compensated in accordance with the personnel policy.

We thank all applicants who apply for the position. Only those selected for an interview will be notified. In accordance with the MFIPPA, personal information is collected under the authority of the Municipal Act, 2001 c.25 and will be used for candidate selection.

The Township of Augusta is an equal opportunity employer following rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standards Regulation.

Acknowledgments

Position	Signature	Date
Incumbent – NA Replacement Position		
Chief Administrative Officer		