



Department of Parks and Recreation

Parks and Recreation Operator

The Town of St. Paul is looking for a Parks and Recreation Operator to join our team. This position will be a permanent full-time position and is responsible for the daily operations of our Parks & Recreation department.

Responsibilities include, but are not limited to:

- Shift work including evenings and weekends in our arenas during the winter months and on call rotation in the summer months
- Ice re-surfacing and maintenance
- Ability to operate tractors, grass cutting equipment, ice-surfacers, small loaders, skid-steer and be mechanically inclined
- Performs daily maintenance and small repairs for community center buildings, aquatic center, sports fields, parking lots and driveways
- Maintaining town owned parks and facilities by cutting grass, planting & weeding
- Setting up facilities for events & ensuring the facilities are clean and well maintained
- Includes both inside and outside maintenance duties
- Participation in our health and safety program

Qualifications:

- Knowledge of Parks & Arena Maintenance and Arena Operator 1 is an asset (or willingness to attain and complete in one year)
- Valid Class 5 Driver's License
- Experience with building/equipment maintenance and preventative maintenance (would be an asset)
- Strong analytical, decision-making, teamwork and communication skills (would be an asset)
- A strong understanding and ability to use hand and power construction tools (would be an asset)
- Minimum Grade 12 or equivalent
- General knowledge and practical experience using various pieces of equipment
- Strong communication and work ethic
- Ability to work independently
- First aid, CPR & AED certification is an asset (or willingness to attain)
- Additional training will be provided to the successful applicant

Please send a cover letter and resume with two references to:

Human Resources Coordinator

Phone: (780) 645-1767

Email: humanresources@town.stpaul.ab.ca

Applications will be accepted until Friday, July 25, 2025 @ 4:30 pm MST

Please note the successful candidate will be required to provide a criminal record check and driver's abstract prior to their first day of work.

We thank all applicants; however, only those short listed for an interview will be contacted.