MUNICIPALITY OF
GREENSTONE

INTERNAL JOB POSTING PR-26-12

Parks & Recreation Department

Operations Working Foreman, Geraldton Ward

Date Posted: August 31, 2026 Job Type: Temporary, Full-Time

Current Job Description Applies CUPE LOCAL 3045 Rate of Pay: $35.34/hr

GENERAL

- Responsible for the operations of the Community Centre, playgrounds, ball field and greenspaces within the Geraldton Ward.
- Perform daily operations and maintenance as per the job description to ensure the upkeep of the Community Centre and other facilities and infrastructure within the approved budget
- Through the coordination of municipal staff in Greenstone, provide services for events and special requests throughout Greenstone as determined by municipal policies and the directives of the municipal Council.

ELIGIBILITY REQUIREMENTS

- Minimum of Grade 12
- Must possess and maintain a valid Class G driver's license
- Employment is conditional upon Vulnerable Sector Police Records Search clearance
- Must be able to perform basic maintenance on facilities and equipment
- Ability to obtain Refrigeration and Maintenance certification and other required licences

REPORTING RELATIONSHIP:

- Reports to the Manager of Parks & Recreation

DUTIES AND RESPONSIBILITIES

- Ensure compliance with all OHSA regulations, Greenstone Health & Safety policies, all other applicable legislation
- Maintenance and operation of all facilities, equipment and amenities
- Installation, preparation, and maintenance of arena and curling ice surfaces
- Supervise activities of Parks & Recreation staff
- Other duties as assigned

WORKING CONDITIONS AND HOURS OF WORK

- Outside in all weather
- Noise and fumes from equipment
- 40 hours per week. Shift work as required.
- May be required to work overtime as requested

Applicants must apply by email in writing by no later than 4:30 p.m. on September 7, 2026 to:

Al Gordon, Director of Human Resources
Municipality of Greenstone Administration Office
PO Box 70, 1800 Main Street, Geraldton ON P0T 1M0
Email: al.gordon@greenstone.ca
Fax: (807) 854-1947

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.