



<u>TITLE:</u>	<i>Facilities Assistant - Seasonal</i>
<u>CLASSIFICATION:</u>	<i>Seasonal Staffing (May 5 – Sept 26, 2025)</i>
<u>REPORTS TO:</u>	<i>Manager of Protective Services or Designate</i>
<u>POSITION SUMMARY:</u>	<i>Reporting to the Manager of Protective Services, the Recreation & Facilities Assistant will assist with the operation and maintenance of County infrastructure and facilities.</i>

POSITION DESCRIPTION

1. Perform general duties and assist with campground maintenance when required.
2. Assist the Facilities Coordinator with inspections and maintenance of County facilities and infrastructure.
3. Assist with the maintenance of public lands dispositions for recreation sites and other leases.
4. Report any hazards and deficiencies to the Facilities Coordinator or the Manager.
5. Maintain courtesy and professionalism in all interactions with the public, and whenever representing the County.
6. To observe and comply with all regulations and procedures that relate to individual health and safety, and the safety of co-workers.
7. Assist with planning and preparation of recreational trails and other improvements.
8. Perform other related duties as may be requested by the Manager and/or Facilities Coordinator.

REQUIRED QUALIFICATIONS

- High School diploma.
- Experience in facilities maintenance in both indoor and outdoor environments.
- Good interpersonal skills and a positive attitude.
- Ability to interpret and adhere to organizational policies and procedures.
- Construction trades experience would be an asset.



- Function as a member of a team and ability to work independently with minimal supervision while staying committed to customer service.
- Interact well with and respond to enquiries from County personnel and members of the public.
- Must provide a valid class 5 driver's license, be able to provide a driver's abstract and a criminal record check satisfactory to 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, 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:
Human Resources Coordinator
Re: Recreation & Facilities Assistant
E-mail to: hr@saddlehills.ab.ca
Fax: (780) 864-3904 Ph. (780) 864-3760