



## Employment Opportunity

### Operator I – Parks

The Town strives for a culture focused on our values of being dedicated, helpful and knowledgeable. We are dedicated to providing a quality lifestyle to the residents of Olds. Recreational opportunities are available in a number of different facilities, a two-sheet ice complex, Skate Park, Aquatic Center, Splash Park and 350 acres of park.

The Town of Olds has an opening for a full time Operator I – Parks. Reporting to the Supervisor – Parks, the incumbent will be responsible for all aspects of the daily operation and maintenance of the parks system. Summer duties include maintaining sports fields, green spaces, trees/shrubs, flower gardens, outdoor facilities, and playgrounds in accordance with Town of Olds policies and applicable legislated standards. Winter duties include both machine facilitated and hand snow removal on sidewalk and pathways, pruning of trees and shrubs, playground inspections, and maintenance of outdoor skating rinks.

**Qualifications:** Grade 12 or equivalent, a valid Class 5 Alberta driver's license, a valid Standard First Aid/CPR certificate, basic building trade skills related to general maintenance, and the ability to effectively communicate with supervisors, co-workers, and the general public. Post-secondary education or training in horticulture, landscaping, turf science, recreation, or a related field is considered an asset. Completion of Alberta Association of Recreation Facility Personnel (AARFP) Parks and Sports Field courses may be given preference.

The wage range for this position is \$29.72 - \$33.63. Annual salary is based on a 40-hour work week. This position includes health benefits and participation in the Local Authorities Pension Plan (LAPP). Rotational stand-by shifts are required. A criminal record check and a current driver's abstract will be required before an offer of employment is made.

Interested parties are invited to submit a resume outlining their qualification by February 9, 2026, at 8:30 am to:

Human Resources  
3501 70 Avenue  
Olds AB T4H 1R5  
Fax 403.556.6537  
E-mail: [hr@olds.ca](mailto:hr@olds.ca)

<b>JOB TITLE: Operator I – Parks</b>		
<b>DIVISION: Community Services</b>		<b>JOB REPORTS TO: Supervisor - Parks</b>
<b>FUNCTION/PURPOSE:</b> This position performs a variety of duties associated with maintenance of the Town's green and open spaces, trails, parks, and recreation areas. The focus is on keeping areas clean and safe for public enjoyment. Specialized skills will be developed related to horticulture, arboriculture, and/or gardening		
#	<b>KEY RESPONSIBILITIES</b>	(% time)
1.	<p><b>Park Duties</b></p> <ul style="list-style-type: none"> <li>Maintains sports fields and green spaces, trees/shrubs, flower gardens, trails, outdoor buildings, and playgrounds in accordance with the Town's Policy and/or applicable legislated standards.</li> <li>Maintain parks equipment, ensuring the equipment is kept clean and in good working order.</li> <li>Repairs and maintenance on parks equipment such as oil and blade changes</li> <li>Provides snow removal for town facilities, trails and sidewalk network, and parking areas for cross country ski trails.</li> <li>Cemetery operation and maintenance.</li> <li>Grass cutting in all areas owned by the town. Includes town-owned facilities, easements and right of ways.</li> <li>Trimming/ pruning of trees in open spaces.</li> <li>Stump Grinding.</li> <li>Performs custodial duties and ongoing facilities maintenance.</li> <li>Dog park operation and maintenance.</li> <li>Playground structure inspection and maintenance</li> </ul>	90%
2.	<p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>Solutions-focused when approached with concerns from the general public or suggestions to co-workers.</li> <li>Assist other departments within the town's organization.</li> <li>Provide excellent customer service and uses good public relation skills.</li> </ul>	10%
3.	<p><b>Risk Management, Health &amp; Safety</b></p> <p>It is the responsibility of the Town of Olds employees to take care to ensure their own safety and the safety of others, to know and follow all safety and health instructions, rules, regulations and safe work procedures and to report any unsafe or substandard condition or act as soon as possible to the employer.</p> <ul style="list-style-type: none"> <li>Incumbents are responsible for ensuring that operations are performed with the utmost regard for the safety and health of all personnel, and for promoting proper attitudes towards safety and health in themselves and in those they supervise.</li> </ul>	100 %
<b>QUALIFICATIONS, KNOWLEDGE, SKILL &amp; ABILITY REQUIREMENTS:</b>		
<p><b>Education &amp; Training:</b></p> <ul style="list-style-type: none"> <li>Grade 12 or Equivalent</li> <li>Valid Intermediate First Aid &amp; CRR/AED Level C</li> <li>Valid Class 5 Driver's License</li> <li>Alberta Recreation Facility Personnel Parks &amp; Sport Fields Operator Level 1 would be an asset (Must obtain within one year)</li> </ul>		

**Experience:** One-year parks related experience, parks equipment experience

**Competencies:**

1. High degree of personal initiative and ability to work with minimal supervision.
2. The ability to communicate well with supervisors and other staff, and to foster positive work relationships.
3. The ability to operate safely and efficiently front-end loaders, skid-steer loaders, mowers, tractors, chainsaws, weed whips and all other parks equipment.
4. A good understanding of horticultural practices such as fertilization, aeration, irrigation, pruning, seeding/sod and other plant requirements.
5. Skill and knowledge of basic carpentry, chain link fence repair, trail/bridge construction, and other maintenance skills.
6. Mechanically inclined

<b>DIRECTLY REPORTING TO THIS JOB ARE:</b> none	<b>NOC Code 2021:</b> 85121	<b>OaSIS 2023:</b> 85121.00
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**WORKING CONDITIONS:**

- Ability to work in all weather conditions.
- Working alone
- Possible day, evening, and weekend shifts
- Capable of lifting up to 50 pounds repeatedly and performing physically demanding work.
- Be required to work in a crew/group environment.
- Rotational Stand-by shifts

**Identified job hazards:** Hazards as outlined on the Formal Hazard Assessment (FHA) form in the Municipal Center COR Binder.

<b>Wage Grid: Operator I</b>	<b>Supervisor Signature:</b>
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 **Incumbent Signature:** | **Date:** | **Date:** |