

City of Melville

Parks and Recreation Labourer 3 – Job Posting

Position Title: Parks and Recreation Labourer 3

Job Type: Full-Time, Permanent

Location: City of Melville, Saskatchewan

Salary: \$24.70 per hour

Closing Date: Thursday November 12th, 2026 @12:00pm

The City of Melville is seeking a dedicated and hard-working individual to join our Parks and Recreation team as a Parks and Recreation Labourer 3. This role is essential to the upkeep, development, and operation of our public parks, recreational facilities, and seasonal services. The ideal candidate will be passionate about community service, have a strong work ethic, and enjoy working in both outdoor and indoor environments.

Position Overview:

As a Parks and Recreation Labourer 3, you will be responsible for the daily maintenance and operation of the City's parks and recreational facilities. This includes tasks related to landscaping, facilities maintenance, ice rink operations, and public service activities. You will work closely with the Parks and Recreation team to ensure facilities are clean, safe, and accessible to the public.

Key Responsibilities:

- **Parks & Grounds Maintenance:**

- Perform landscaping tasks including grass cutting, tree planting, trimming, and removal of debris in City parks, sports fields, and public spaces.
- Maintain playground equipment, picnic tables, benches, and other park amenities.
- Assist with the maintenance and repair of park buildings, washrooms, and other facilities.
- Ensure that all park areas are safe, clean, and welcoming to the public.

- **Recreational Facility Maintenance:**

- Perform maintenance and minor repairs to recreational facilities, including ball diamonds, tennis courts, and community buildings.
- Set up and take down equipment for special events, sports leagues, and community gatherings.
- Assist with the seasonal transition of recreational areas, including preparing facilities for summer and winter activities.

- **Ice Rink Operations:**

- Operate and maintain the ice rink during the winter season, including the operation of ice resurfacing equipment (Zamboni or equivalent), ice flooding, and monitoring ice conditions.
- Maintain the rink building, ensuring it is clean and operational (e.g. ensuring proper lighting, and cleaning).
- Monitor rink usage and assist with public inquiries and requests.

- **General Labour:**

- Assist in snow removal operations, including clearing sidewalks and public spaces during winter months.
- Perform routine cleaning and maintenance of public areas, including washrooms, shelters, and recreational facilities.
- Assist with the transportation and delivery of materials and equipment as needed.
- Follow all safety procedures and work in compliance with Occupational Health and Safety regulations.

Qualifications:

- **Education:** High School Diploma or equivalent.
- **Experience:** A minimum of 2 years of experience in parks and recreation, facility maintenance, or a similar field is preferred.
- **Skills and Abilities:**
 - Experience in landscaping, ground maintenance, and the operation of light to heavy equipment.
 - Familiarity with ice rink operations and maintenance is an asset.
 - Ability to work effectively in a team environment as well as independently.
 - Strong physical stamina and the ability to perform manual labor in varying weather conditions.
 - Basic knowledge of safety procedures related to public works and recreational facility operations.
 - Strong interpersonal and communication skills.
 - Clean criminal record check

- Valid Class 5 Saskatchewan Driver's License (or equivalent) with a clean driving record.
- **Additional Certifications (an asset but not required):**
 - First Aid/CPR Certification.
 - WHMIS Certification.
 - Ice Maintenance Certification or experience with ice resurfacing equipment.

Working Conditions:

- Work will be performed both outdoors (in various weather conditions) and indoors, especially in the winter months at the ice rink.
- Regularly required to lift heavy equipment, work in physically demanding conditions, and handle maintenance tools and machinery.
- Must be available to work evenings, weekends, and holidays, particularly during peak recreational seasons and special events.
- Overtime may be required as needed, especially during winter months for rink operations or emergency maintenance.

How to Apply:

Interested candidates are invited to submit a resume outlining their qualifications and experience to:

Chris Favot – Recreation and Programming Manager

City of Melville

Email: cfavot@melville.ca

Phone: 306 728 6860

The City of Melville is an equal opportunity employer. We encourage applications from all qualified individuals, including those from diverse backgrounds. We thank all applicants for their interest, but only those selected for an interview will be contacted.

Application Deadline: Thursday November 12th, ²⁰²⁶ @12:00pm

For more information about the City of Melville, please visit www.melville.ca