



Recreation Worker IV - Position Description

Position synopsis and objectives

The Recreation Attendant IV is a full-time, permanent unionized position in the Community Services and Recreation Department of the Town of Shediac. It involves demanding manual work, often repetitive, sometimes semi-skilled, under supervision with instructions adapted to the tasks.

Major responsibilities

Description – Multipurpose Center:

- Assist with janitorial duties such as cleaning restrooms, sweeping, washing windows, emptying trash cans, clearing snow from walkways and driveways, and other related tasks.
- Assist with room set-up and tear-down (tables, chairs, stage, audiovisual equipment, decorations) and other related tasks.
- Assist with clean-up at special events, including cleaning toilets, tables and emptying trash cans.
- Assist with customer service (greeting customers, assisting customers as needed).

Description - Landscaping and grounds maintenance:

- Operate landscaping and mowing equipment.
- Maintain flower beds and pots (weeding, watering).
- Maintain municipal trails.

Description - Maintenance of recreational and other municipal facilities:

- Carry out general carpentry repairs and maintenance work on municipal facilities.
- Participate in setting up recreation facilities for special events.
- Be present at special events to ensure that they run smoothly.

Description - Arena:

- Assists in building operation.
- Performs janitorial duties such as cleaning toilets, sweeping, mopping, washing windows, emptying garbage cans, clearing snow from walkways and driveways.

All sections - Perform other position-related tasks as assigned.

Minimum qualifications

Education (diploma/certificate): High school diploma

Experience: At least one (1) year experience in related field

Knowledge/Skill/Ability:

- Must be able to read and write in English and French.
- Must possess a valid New Brunswick Class 5 driver's license.
- Be thoroughly familiar with safety rules and regulations applicable to the workplace and equipment operation.
- Must be able to understand, interpret and carry out oral and written instructions with minimal supervision.
- Able to climb ladders (not afraid of heights).
- Be able to work with the public, which may include large crowd gatherings.
- Ability to perform basic carpentry tasks such as using a tape measure, reading blueprints, etc.
- Be sober, reliable, punctual and physically able to perform all assigned and expected tasks.
- Be able and willing to occasionally upgrade skills to meet changing work conditions and requirements.

Working conditions:

- Physically strenuous and demanding work, involving work in all weathers, from extreme heat to extreme cold.
- Lifting, pulling and handling heavy equipment and objects.
- May be exposed to hazardous and/or toxic substances, and must take precautions to protect eyes, nose and skin from irritation and infection.

Hours of work: The normal working week is forty hours. The normal working day is eight hours. This position requires shift work with two consecutive calendar days off. Must be available to work weekends, evenings, holidays and overtime if required.

Salary: As per collective agreement - \$25.66/hour.

Employment type: Full-time and permanent

Benefits: Life, health, and dental insurance, disability insurance, pension plan, vacation allowance, and other benefits. All these benefits are included with this position.

The position of Recreation Worker IV is part of the CUPE Local 1773 collective agreement.

In accordance with our collective agreement, internal candidates will be evaluated before external candidates. These evaluations will focus on the skills and abilities required to meet the minimum requirements of the position. Additionally, an evaluation will be conducted during the probationary period to ensure full competency in the responsibilities of the role.

Apply for this position

The Town of Shediac is an equal opportunity employer. Candidates must submit their application by e-mail.

The deadline to apply is Tuesday, July 7th 2026, 11:59 pm AST.

Town of Shediac

Marie-Josée Maillet

290 Main Street, Unit 300, Shediac, NB E4P 2E3

E-mail: marie-josée.maillet@shediac.ca

The Town of Shediac reserves the right to request a criminal background check for all new employees.

