Job Description

Arena & Parks Facility Operator
PURPOSE OF THE POSITION

The Arena & Parks Facility Operator is responsible for keeping recreation facilities clean, safe and secure and for maintaining recreational areas and grounds.

SCOPE

The Arena & Parks Facility Operator reports to the Arena & Parks Facility Manager. The position is full-time.

RESPONSIBILITIES

1. Maintain and secure recreation facilities

   Main Activities
   - Identify maintenance problems
   - Perform emergency repairs
   - Follow up on work requests
   - Follow established preventative maintenance repairs
   - Perform safety and security checks of facilities on a daily basis
   - Ensure facilities are locked and secured when not in use
   - Report fire or medical emergencies
   - Maintain electrical, plumbing, heating and ventilation systems
   - Maintain ball diamonds and park

2. Make and maintain ice for the skating arena and maintain arena facilities

   Main Activities
   - Prepare facilities for ice making
   - Perform initial ice making including painting
   - Maintain, shave and flood the ice
   - Operate and maintain the ice resurfacer
   - Inspect and repair boards
   - Maintain dressing room and other areas within the arena

3. Perform landscaping and grounds maintenance during the summer months

   Main Activities
   - Operate landscaping and grass cutting equipment
   - Maintain recreation facility grounds
   - Supervise part-time/seasonal staff
4. Perform general maintenance on recreation facilities

Main Activities
- Perform general carpentry repairs and maintenance
- Change lights and make other minor electrical repairs
- Inspect and perform minor repairs to boilers, water tanks and other equipment
- Maintain plumbing and heating systems
- Ensure conservation measures are followed
- Identify and control risks
- Maintain stock and inventory control
- Maintain records

5. Ensure recreation facilities are cleaned on a regular basis

Main Activities
- Perform a variety of cleaning functions such as dusting, mopping, scrubbing, cleaning washrooms including sinks, toilets and floors, and replenish supplies
- Collect and dispose of refuse
- Clean excrement found in or around facilities and public areas. This can include vomit, urine, spit, blood or feces.
- Inspect dressing rooms, washrooms, players boxes, etc. to ensure a consistent state of cleanliness
- Operate cleaning equipment
- Maintain acceptable standards for cleanliness
- Set up recreation facilities for special events such as setting up stacking tables and chairs
- Supervise part-time/seasonal staff

6. Perform other duties as required

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

**HOURS OF WORK**

- Shifts will vary and can include day, evening, weekend and some general holidays

**MINIMUM QUALIFICATIONS**

- WHMIS
- Standard First Aid/CPR with AED
- Arena Operator 1

*Arena & Parks Facility Operator*
KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

✓ Basic knowledge of preventative maintenance and operation of recreation facilities
✓ An understanding of relevant policies, procedures and rules
✓ Knowledge of ice making and maintenance procedures
✓ Basic knowledge of maintenance of plumbing and heating systems including boiler inspections and repair
✓ An understanding of the northern cultural and political environment
✓ Knowledge of safety and emergency procedures
✓ Standard first aid with CPR and AED
✓ WHIMIS

Skills

✓ Analytical and problem solving skills
✓ Mechanical skills
✓ Carpentry skills
✓ Decision making skills
✓ Effective verbal and listening communication skills
✓ Stress management skills
✓ Time management skills

Personal Attributes

✓ maintain standards of conduct
✓ be respectful
✓ possess cultural awareness and sensitivity
✓ be flexible
✓ demonstrate a dedication to the position and the community
✓ demonstrate sound work ethics
✓ be consistent and fair

The Arena & Parks Facility Operator would normally attain the required knowledge, skills and attitudes through completion of a Recreation Facility Operator Program combined with related experience. Equivalencies may be considered.

Arena & Parks Facility Operator
WORKING CONDITIONS

Physical Demands

The Arena & Parks Facility Operator has a physically strenuous position. He/she will be expected to lift, carry and manage equipment and supplies. He/she may have to work odd or long hours at a time to complete requests or projects or to participate in or coordinate special events.

Environmental Conditions

The Arena & Parks Facility Operator may work in a number of facilities and outdoor locations. The Arena & Parks Facility Operator may find the environments to be busy, noisy and will need stress management skills to complete the required tasks.

Sensory Demands

The situations and programs may be noisy and busy making it difficult for the Arena & Parks Facility Operator to concentrate. He/she will be expected to use cleaning materials and be in contact with chemicals that require safe handling and use.

Mental Demands

Stress may be caused by the volume of work to be completed.