



Position:	Recreation Facility Operator
Department:	Community and Emergency Services
Reports to:	Manager of Arena Operations
Position type:	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Seasonal <input type="checkbox"/> Contract
Work location:	Scott Seaman Sports Rink

Position Overview

The Recreation Facility Operator is responsible for the overall safety, security, maintenance and cleanliness of the Scott Seamen Sports Rink and grounds.

Key Duties & Responsibilities

- Ice maintenance and resurfacing.
- Assist in ice installation and removal.
- Refrigeration plant checks.
- Custodial maintenance including a variety of tasks such as cleaning dressing rooms, stands, bathrooms, multi-purpose rooms, walking track and all public areas, replenishing supplies as well as, wash and wax floors as required.
- Facility maintenance including a variety of tasks such as changing lights, painting, basic carpentry, basic plumbing and grounds upkeep and fogging of facilities as required.
- Assist in the delivery of services in the arena facility to support the user groups and ensure the arena facility is properly maintained to provide a safe environment to the user groups and minimize user group inconvenience.
- Develop and maintain accurate records, producing statistical reports tracking time and maintenance activities.
- Troubleshoot as necessary.
- Promote positive relations with the public and provide customer service to all patrons, ensuring that public inquiries and complaints are responded to positively and quickly.
- Performs other duties as assigned from time to time.

Qualifications

Experience

- 3 years or more in the arena/recreation industry.

Certifications

- AARFP arena level 1
 - WHMIS training
 - Valid Class 5 driver's license – Drivers Abstract
 - First Aid/CPR certification would be considered an asset
 - Criminal record check and Vulnerable Sector Check
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Competencies & Skills

- Analytical and decision-making skills.
- Strong interpersonal skills.
- Mechanical aptitude.
- Ability to efficiently and effectively manage multiple tasks on an ongoing basis.
- Skill set to effectively communicate, both orally and in writing.
- Knowledge and ability to make, paint, and mark ice and operate arena equipment and machinery.
- Highly developed interpersonal, organizational, problem solving, mechanical & maintenance, and proficient computer skills.
- Proven ability to establish and maintain effective working relationships with the community, user groups, and other stakeholders.

Working Conditions

- Lifting or carrying up to 10lbs continuously and 50lbs frequently.
- Working on slippery surfaces frequently.
- Walking long distances on even and uneven surfaces frequently.
- Working in a variety of climates, including extreme cold and warm weather.
- Shift work (evenings and weekends).