

POSITION DESCRIPTION

POSITION: Arena/Community Centre Operator/Labourer (Seasonal)	
REPORTS TO: Arena/Community Centre Manager	
POSITIONS SUPERVISED:	None
DATE: May 2019	

PART 1 – DESCRIPTION OF JOB REQUIREMENTS

General Accountabilities

The Arena/Community Centre Operator/Labourer is responsible for the operation and maintenance of the Arena and Community Centre according to the Municipality’s by-laws, policies/procedures and applicable legislation.

The following accountabilities are not listed in order of priority:

Specific Accountabilities

- Operates ice maintenance equipment, including but not limited to, Zamboni ice resurfacer and ice edger.
- Performs general custodial duties, ensuring that a high standard of safety, cleanliness and technical operation is maintained in the facility.
- Performs ice maintenance duties, maintaining quality ice in the Arena and maintenance of refrigeration and other equipment as well as daily upkeep of premises.
- Cleaning and clearing entrance ways of ice, snow and debris.
- Responsible for minor repairs of arena complex/community centre, i.e. painting, plumbing and carpentry.
- Ensures that all safety precautions, fire prevention and practices are adhered to according to Provincial legislation and Municipal by-laws and policies.
- Maintains discipline among users, public spectators, etc., to the best of his/her ability.

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- Takes charge of the Arena and Community Centre as directed by the Manager, accepting bookings for rentals and collects revenues as required.
- Reports any incidents of a significant nature, including any required repairs to equipment and property, to the Manager.
- Ensures that the security of the Arena and Community Centre is properly achieved upon closing.
- Completes reports and documentation as required.
- Responsible for setup and dismantling of functions being held in auditorium or on ice surface.
- Performs other related duties as required.

PART II – The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job:

Technical Skills/Education:

- The incumbent must have thorough knowledge of equipment and materials used in the arena/community centre.
- Technical skills in ice making, basic refrigeration, propane handling and other mechanical maintenance for Municipal recreation facilities are an asset.
- The incumbent must have good communication and public relations skills and knowledge of public needs as well as the policies that affect the municipal Arena/Community Centre.
- The incumbent must possess a valid Class G driver's licence.
- The incumbent must have a minimum grade 12 education.
- Basic refrigeration certification and TSSA propane handling certification are an asset.

Experience/Training:

- A minimum of one (1) year experience in a related position.

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Working Conditions:

- Works at risk of physical hazard, ammonia fumes, equipment and unruly patrons. Must be physically fit and able to work from heights and able to lift and move heavy items.
- Availability to work shift work.
- Availability to work evenings and weekends.
- Available to work on-call in an emergency situation as required.
- Available to work 40 hours a week for 43 weeks a year.