



## Town of Erin

### Parks & Recreation Department

#### Facility General Operator (Contract)

*(Job description and duties are currently under review)*

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**Department:** Parks & Recreation

**Position Title:** Facility General Operator (Contract)

**Reports To:** Parks & Recreation Officer

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#### **PURPOSE OF POSITION**

Under the direction of the Parks & Recreation Officer, the Facility General Operator is responsible to perform the day-to-day general operations and maintenance of Recreation facilities. The delivery of programs and leisure activities to both residents and visitors while ensuring the building is clean and safely operated at all times.

#### **Major Responsibilities**

- Overseeing and supporting part-time facility maintenance staff and contractors when on-site.
- Operate the Ice resurfacing, flooding and Ice maintenance including but not limited to ice edging and leveling. Also to maintain ice resurfacing equipment with daily & weekly maintenance including blade changes, blade levelling, and greasing.
- Be responsible for opening/closing and securing building(s) and follow lock up procedures.
- Maintaining an awareness of all scheduled activities and events; staff needs to ensure appropriate spaces are ready for use and maintenance supports are in place as needed.
- Plan, prioritize and manage the daily internal and external cleaning and maintenance of recreation facilities and equipment for arenas, banquet halls, sports field's parks and playgrounds ensuring clean, safe and well maintained facilities.
- Clean and maintain facility: sweep, wash and vacuum floors, wash windows and doors, clean washrooms and change rooms, empty garbage, etc.
- Perform manual duties involving basic repairs, service and maintenance work to equipment and properties.
- Liaise; communicate with facility users and community groups.
- Provide information regarding programs and facility rentals, assist in arranging room rentals, tours etc.
- Monitor user functions within the building to ensure that asset security and public safety is maintained and the rental booking is adhered to.
- Assist with set-up and take down of various functions, programs and events.
- Maintains accurate records in a timely manner, and responsible for ice making, facility maintenance, sports field maintenance and parks/playground maintenance and ensures checking and logging of information in accordance to ORFA, TSSA, OPA, CSA and Town Policy industry standards pertaining to facility maintenance, ice maintenance and refrigeration systems.
- Maintain building grounds, shovel snow, clear ice in winter, litter picking, etc.
- Proper use and storage of all required chemicals, cleaning materials and equipment on-site, in a safe manner including compliance with WHMIS procedures.
- Work in compliance with the Occupational Health and Safety Act, applicable legislation, regulations, statutes, and departmental policies/procedures/practices and operational guidelines, and perform safe work practices
- Provide cash handling and supervision support for facility programs and rentals.
- Performs other duties as assigned.

## **Position Requirements**

### **Education**

- Completion of Grade 12 education
- Valid Ontario non-probationary Class “G” driver’s license
- ORFA Recreation Facility Operators Designation an asset
- Basic Refrigeration an asset
- Certified Ice Technician asset
- Valid First Aid, CPR & AED Certification.
- Propane Handling Certification an asset
- Smart Serve Certification an asset

### **Experience**

- 2 years practical experience in facility and arena maintenance
- Experience using ice resurfacer, edger and various power and hand tools required
- Strong customer service, organization and decision making skills
- Experience operating parks equipment such as trucks, trailers, mowers, trimmers, ball groomer an asset

### **Job Skills**

- Ability to work independently and as a member of a team
- Ability to successfully complete Propane Certification training
- Ability to successfully complete Basic Refrigeration Certification training
- Basic computer skills using corporate-standard software and department, division or task specific software
- Sound skills in, customer service, communication and problem-solving to deal effectively and courteously in all aspects of the position
- Available for emergency, on-call, and after-hours response and to quickly access, take control and respond to emergency situations
- Available to work flexible hours including days, evenings, weekends, and holidays
- Submit or agree to a Vulnerable Sector Criminal Record Check
- Submit or agree to a driver’s abstract/record

\*\* Various tests and/or exams may be administered as part of the selection criteria.

**Applications must be submitted to: [HR@Erin.ca](mailto:HR@Erin.ca) by 4:00pm on Monday, November 2, 2020 to be considered.**

Hiring will be subject to the successful passing of a Criminal Reference check and verification of education and required certifications.’ Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act

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