



Job Description

Recreation Facility Operator

Job Title: Recreation Facility Operator
Department: Community Services
Reports to: Arena Operations Manager
Location: Scott Seaman Sports Rink

General Accountability:

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

Specific Duties:

- 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.
- 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.

Skills and Abilities:

- Analytical and decision making skills.
- Strong interpersonal skills.
- Mechanical aptitude.
- Ability to efficiently and effectively manage multiple tasks on an ongoing basis.

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- 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.

Physical Demands:

- Must lift or carry up to 10 pounds continuously, 50 pounds frequently.
- Must be able to work on slippery surfaces frequently.
- Must be able to walk long distances on even and uneven surfaces continuously.
- Must be able to work in a variety of climates including extreme cold and warm weather.
- Shift work (weekends and evenings).

Minimum Qualifications:

- AARFP arena level 1
- 3 years or more in the arena/recreation industry
- Highly developed interpersonal, organizational, problem solving, mechanical & maintenance, and proficient computer skills are required
- Proven ability to establish and maintain effective working relationships with the community, user groups, and other stakeholders
- 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