POSITION: Recreation, Parks, and Facilities Attendant/Operator (Seasonal)	
REPORTS TO: Manager, Recreation, Parks and Facilities	Date: October 2, 2024
THIS JOB DESCRIPTION IS: ___NEW X EXISTING ___ REVISED ___RESCINDED	

JOB SUMMARY:

The Recreation, Parks, and Facilities Attendant/Operator (Seasonal) under the direction of the Recreation, Parks and Facilities Manager, will perform custodial and general maintenance duties within the Township's Arena and facilities. As well as maintaining the arena's ice surface and operating the ice resurfacer. They may also perform duties in the Township's Parks as directed by the Manager, Director of Operations or designate.

REPORTS TO: Manager, Recreation, Parks and Facilities, Director of Operations, or designate

DUTIES AND RESPONSIBILITIES:
Facilities Attendant:

1. Assist in the efficient operation of all Township facilities during his/her shift, including communicating with the general public.

2. Assists with the set-up/take-down and operation of facilities functions, reception and event rentals.

3. Provides general and custodial maintenance in the arena facility including but not limited to cleaning stands, removing debris, sweeping, mopping, cleaning dressing rooms, cleaning washrooms, and moving of nets for ice resurfacing, etc.

4. Performs grounds and exterior maintenance as needed at all parks and facilities.

5. Record and communicate to the Recreation, Parks and Facilities Manager or designate any incidents or situations that may affect the safe and efficient operation of the facility.

6. Always ensures public safety by following safety procedures and eliminating hazards.

7. Performs and assists with minor equipment repairs, as required by the Recreation, Parks, and Facilities Manager.

8. Responsible for adhering to Occupational Health and Safety Act and the Municipal Health & Safety Policy.

9. Public Relations

Operator:

1. Ice Maintenance & Resurfacing.

2. Assist in the ice installation and removal of the ice surface.

3. Refrigeration plant and maintenance checks and recording results in log books.

4. Public Relations

5. Parks work such as cutting grass and maintaining sports fields as required

6. Other Duties as assigned by the Recreation, Parks and Facilities Manager

SUPERVISION:

This position does not require the incumbent to supervise or direct the work of others.

CONTACTS:

Internal: With the Recreation, Parks and Facilities Manager, Director of Operations or designate and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With the facility patrons and members of the public to provide information, ensuring polite and tactful relations.

WORKING CONDITIONS:

Frequent exposure to hazardous materials and operating equipment.

Requires good physical condition with the ability to handle physical efforts and exertion. This position requires the employee to work weekends, early morning, and late evening hours.

JOB KNOWLEDGE

- Two years of related experience is considered an asset
- Knowledge of refrigeration, mechanical and electrical equipment, safety and maintenance procedures and custodial services
- Prior experience working with the public in a customer service role is considered an asset.
- Valid First Aid, CPR / AED and WHMIS training is considered an asset
- ORFA Basic Refrigeration and/or Certified Ice Technician is considered an asset
- Customer Service Training
- Valid Ontario Drivers License Class ”G”

KEY COMPETENCIES

- Adaptability/flexibility
- Reliable
- Good Work Ethic
- Communication skills
- Organizational Skills
- Customer Focus
- Interpersonal Skills
- Job Knowledge
- Ability to Work as a Team
- Ability to Work Independently
- Ability to focus on the task, and work within set deadlines

PHYSICAL DEMANDS

- Must be able to lift or carry up to 10 pounds continuously, 50 pounds frequently
- Must be able to work on slippery surfaces
- 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 heat

Chief Administrative Officer

Employee