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## TOWN OF PENETANGUISHENE – JOB DESCRIPTION

### FACILITY OPERATOR

<b>DEPARTMENT:</b>	Recreation and Community Services
<b>REPORTS TO:</b>	Facilities Manager (Supervisor) Director of Recreation and Community Services (Senior Manager)
<b>HOURS OF WORK:</b>	40 hours/week
<b>POSITIONS SUPERVISED:</b>	None

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### POSITION SUMMARY:

Maintains the Arena and other municipal facilities and Town parks so that they are in good condition as well as safe and clean for public use.

### PRINCIPAL DUTIES:

1. Mows grass, cuts trees, prunes shrubs and trees, grades and levels baseball diamonds, collects litter from beaches and parks, builds fences, clears brush, and maintains tennis courts.
2. Maintains Town owned trails and installs public benches as required.
3. Maintains the ice surface by flooding with the Olympia, edging corners, shaving ice and redefining lines as well as monitoring the refrigeration system and conducting compressor checks.
4. Inspects safety equipment including fire extinguishers, emergency lights, sprinkler system and other similar equipment. Conducts weekly generator checks.
5. Cleans washrooms, lobby, and dressing rooms.
6. Operates tractor with accessory equipment, front-end loader, ice re-surfacer, dump truck, and other similar machinery.
7. Performs electrical, mechanical, and minor plumbing repairs.
8. Ensures that Arena events are controlled in a safe and orderly manner and the general public abides by Town rules and regulations.
9. Inspects and repairs all park buildings, playgrounds, and property.
10. Ensures machinery and equipment is inspected and maintained in safe working order.
11. Assigns work duties to casual/seasonal employees or volunteers when required.



12. Collects information regarding hall rentals and open ice and floor time.
13. Handles payments for hall and ice hockey rentals as needed.
14. Assists with the set up for special events (indoor and outdoor).
15. Provides customer service in person and over the phone, as required.
16. Snow plows the Arena parking lot and shovels/lays salt at emergency exits.
17. Available for on call schedule and items as they pertain to arena, parks and facilities related matters.

### **DEPARTMENT LEADERSHIP**

- Provides technical or functional guidance and training to seasonal/casual staff or volunteers when required.

### **MINIMUM QUALIFICATIONS**

- Must have a Secondary School Diploma.
- Must hold a valid unrestricted Class G Ontario Drivers Licence.
- Ability to provide a clean Police Record Check with Vulnerable Sector Screening.
- Must possess Basic Refrigeration Certificate.
- Ability to obtain Ice Making and Painting Technologies.
- Ability to obtain Ice Maintenance and Equipment Operation Courses.
- Ability to become a Certified Ice Technician.
- Good interpersonal skills.
- Good knowledge of Occupational Health and Safety Act (OHSA), Ministry of Labour, Technical Standards and Safety Authority (TSSA), Ministry of the Environment, Conservation and Parks, WHMIS and other applicable health and safety practices.

### **KEY PERSONAL CONTACTS:**

- Daily contact with the Facilities Manager to receive direction and guidance.
- Regular contact with contractors and members of the public.
- Occasional contact with the Director of Recreation and Community Services.
- Quarterly contact with the Recreation and Events Coordinator in relation to special event set-up.



### **CONDITIONS OF EMPLOYMENT:**

- Job requires physical exertion including bending, moderate walking, lifting, operation of manual equipment such as a rake, shovel, etc. Must have the ability to lift over 50 lbs.
- Intense visual and mental concentration is required when conducting compressor room checks.
- Working conditions contain moderate risks, which require planned safety precautions for limited periods of time.
- The position requires a seasonal work schedule to meet operational needs which includes varying hours and shifts. Day, evening and weekend work is required.
- Indoor and outdoor work is required which may include working in inclement weather conditions.
- Job requires working alone.

Normal hours of work are 40 hours per week.