



Internal/ External Job Posting
Facility Operator- Part Time
Competition #2025-15

The Town of Penetanguishene is a picturesque bilingual community with a population of approximately 10,000, located on the southerly tip of beautiful Georgian Bay. Working under the direction of the Facilities Manager, the facility operator maintains the arena and other municipal facilities and keep the towns parks and recreational trails in good condition. The facility operator ensures that each is kept safe and clean and in a condition for citizens to enjoy. The facility operator also completes routine inspections such as compressor checks on the ice plant and playgrounds to ensure systems and equipment are operating in compliance with applicable legislation.

Duties include but are not limited to:

Mow grass, cut trees, prune shrubs and trees, grade and level baseball diamonds, collect litter from beaches and parks, build fences, clear brush, and maintain tennis courts.

Maintain Town owned trails and install public benches as required.

Maintain 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.

Inspect safety equipment including fire extinguishers, emergency lights, sprinkler system and other similar equipment. Conduct weekly generator checks.

Clean washrooms, lobby, and dressing rooms.

Operate tractor with accessory equipment, front-end loader, ice re-surfacer, dump truck, and other similar machinery.

Perform electrical, mechanical, and minor plumbing repairs.

Ensure that Arena events are controlled in a safe and orderly manner and the general public abides by Town rules and regulations.

Inspect and repair all park buildings, playgrounds, and property.

Ensure machinery and equipment is inspected and maintained in safe working order.

Assign work duties to casual/seasonal employees or volunteers when required.

Collect information regarding hall rentals and open ice and floor time.

Handle payments for hall and ice hockey rentals as needed.

Assist with the set up for special events (indoor and outdoor).

Provide customer service in person and over the phone, as required.

Snow plow the Arena parking lot and shovel/lay salt at emergency exits.

Available for on call schedule and items as they pertain to arena, parks and facilities related matters.

Other duties as assigned.

Required 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.

Compensation: The current pay for this position is \$27.23 – 31.85 per hour, based on a 40-hour workweek. The Town offers a competitive benefits and pension package. This is a full-time unionized position covered under CUPE, Local 2308.08.

Interested individuals are asked to forward their resume and cover letter no later than **4:30 p.m. on March 7, 2025** to the Human Resources Department by email hr@penetanguishene.ca.

The Town of Penetanguishene is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection.