



## MUNICIPALITY OF NORTHERN BRUCE PENINSULA JOB DESCRIPTION

<b>POSITION:</b>	Arena and Facilities Attendant (Union)
<b>LOCATION:</b>	Lion's Head Community Centre/Municipal Facilities
<b>DEPARTMENT:</b>	Facilities, Parks and Recreation
<b>REPORTS TO:</b>	Arena Manager, Facilities Supervisor
<b>SUMMARY:</b>	Fulfills the duties as described below

### **PURPOSE:**

To perform all services necessary to maintain the quality of operations and appearance of the arenas, parks, campgrounds, airports, offices and facilities. Attendance may be required at various community events and weekend work will be needed at times.

### **EMPLOYMENT TIMEFRAME:**

- Full-time, permanent

### **DUTIES:**

#### **Machines and Equipment Used:**

Ice maker, ice resurfacers, refrigeration plant, edger, table saw, floor polisher, various hand and power tools, welders, torches, ladders, lawn maintenance equipment, radios, trailers, vehicles, snack bar equipment, cleaning equipment such as vacuums and other equipment as necessary.

#### **Arenas/Facilities**

- Operates ice resurfacers, edgers and other equipment to maintain ice surface
- operates and maintains condensers and compressors, completing scheduled checks, logging findings and troubleshooting problems
- Assists with the installation, maintenance and removal of ice
- cleans and maintains public areas and buildings
- clears exits of snow and debris
- completes a variety of repairs and maintenance (painting) such as replacing light bulbs, glass, completing electrical, carpentry or concrete work
- completes minor electrical and plumbing repairs

- completes minor mechanical maintenance and repairs on building and equipment
- ensures facilities are prepared and conditioned for each rental
- measures and paints hockey lines and 5 sheet curling rink
- opens and closes facility to ensure security
- collects and disposes of garbage
- collects fees, issues receipts, records monies and places in safe
- organizes rooms and team assignments daily
- ensures the safety of facility users (adherence to special occasion permits and dealing with inappropriate behaviours)
- schedules ice and other facility rentals, collects rental fees
- gives work direction and general supervision to casual employees in absence of Arena Manager
- answers inquiries in person and by telephone from users, suppliers and the general public

### **Parks/Sports Fields/Campground and other Municipal Facilities**

- Picks up and removes garbage and other debris from parks, picnic areas, campgrounds and other locations as required
- Maintenance of municipal parks, water accesses, boat launches, washroom facilities, campground, water and sewer services to recreational facilities.
- Installs, repairs, cleans, paints and replaces when necessary, garbage cans, benches, picnic tables, swings, fences, washrooms, lighting, docks, buoys and other equipment as required.
- May require the use of a variety of equipment to complete tasks as need, including: hand tools, power tools, lawnmowers and grass trimmers, backhoes, trucks and other machinery
- Responds to public enquiries, being an effective, personable, courtesy liaison between users and administration, recording and providing public comments to the immediate supervisor for consideration
- ensures that safety and other approved regulations are observed by all persons using municipal facilities
- transports equipment/supplies from one location to another on a regular basis
- maintaining municipal parks, water accesses, boat launches, docks
- assists the Facilities Supervisor including the operation of a variety of equipment
- set up and take down tables and chairs/stage set up, sound systems for special events or rentals of facilities. Attendance may be required at these events
- Other duties as assigned or required by the Facilities Supervisor or Arena Manager

## **QUALIFICATIONS**

- Secondary School Diploma
- Basic Refrigeration – Level 1, preferred
- General knowledge of Ontario Health and Safety Act
- Valid Class “G” drivers license with a clean abstract
- Minimum 3 years previous related experience, including inside/outside maintenance
- Workplace Hazardous Materials Information System Certificate (WHMIS)
- Skill and knowledge in the use of all related parks/lawn maintenance equipment as well as arena equipment/plant systems
- Ability to deal with the public in an effective manner
- Ability to work evenings and weekends at times

## **PERSONAL SKILLS**

- Strong leadership and teaching skills
- Good interpersonal skills and communication skills with co-workers and the public
- Conducts self in polite manner appropriate for working with the public and co-workers
- Well organized, energetic team leader and player
- Ability to make sound, independent decisions in any situation, knowing when necessary to discuss with immediate supervisor, as well as ability to identify potentially unsafe situations, mechanical problems and ability to evaluate maintenance options to ensure adherence to budget

## **HOURS OF WORK**

- Full-Time, 40 hour work week, irregular shifts including evenings and weekends
- Required to be on-call, on an “as needed” basis

## **WORKING CONDITIONS**

- Works inside and outside in all types of weather
- Works with machinery, equipment and hazardous chemicals

## **WAGE RATE:**

- \$24.40 per hour start rate as of January 1, 2024 (as per Ontario Public Service Employees Union Local 266 Collective Agreement, 2023-2025)

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