



TOWN OF STRATHMORE

JOB DESCRIPTION

Schedule A

JOB INFORMATION	
Position:	Casual Facility Operator
Reports To:	Family Centre Arena & Civic Centre Manager
Position Type:	☐ Full Time Permanent (35 hours) ☐ Full Time Permanent (40 hours) ☒ Part Time Casual ☐ Part Time Permanent ☐ Full Time Limited Term (including FT Summer Students) ☐ Part Time Limited Term (including PT Summer Students)

JOB SUMMARY
Reporting to the Family Centre Arena & Civic Centre Manager, the Casual Facility Operator will be responsible for ensuring the safety and quality of the ice surface, as well as performing routine maintenance and cleaning tasks. You will also interact with the public and provide excellent customer service. This is a casual position that requires flexibility and availability to work evenings and weekends.

ESSENTIAL FUNCTIONS
Description of the Function Facility Operations: • Provide general repair and/or troubleshooting on facility equipment • Follow the daily arena flood schedule and/or event setup schedules • Operation and maintenance of the ice resurfacers, edgers, lifts, and other equipment as required ◦ Documenting weekly ice depth checks as required ◦ Documenting daily equipment circle checks as required ◦ Documenting all ice maintenance performed ◦ Documenting monthly facility inspections as required • Providing all janitorial work in the facility as required ◦ Cleaning dressing rooms between each booking ◦ Checking and collecting trash and recycling throughout shifts ◦ Weekly cleaning of rink glass and showers • Grounds maintenance including snow removal • Responsible for carrying and answering the arena cellphone when the only staff on shift • Responsible for carrying a radio when multiple staff are scheduled • Documenting on the shift checklist items completed during shift • Ensuring arena procedures are understood and followed • Ensuring adequate and safe ice conditions for users • Helping the part-time facility operators and building service workers • Reading and using the staff WorkChat tool for effective communications • Ensuring at least 2 plant checks have been documented during shift • Communicating major issues (plant, resurfacers, ice, building) with manager in a timely manner • Making periodic sweeps of the facility

Event Operations:

- Ensuring event setups/take-downs at the Civic Centre are completed on-time
- Making periodic security sweeps of the facilities and enforcing facility rules

Safety:

- This position is a Safety Sensitive position requiring fit for work status
- Responsible to ensure their own safety and the safety of others, and to follow all safety and health instructions, acts/regulations (Occupational Health and Safety), Town safe work procedures, and industry best practices as outlined by the Town
- Report all unsafe or substandard conditions, acts, and events as soon as possible to immediate supervisor
- Promote proper attitudes towards health and safety in self and others
- Develop and implement Hazard Assessments as outlined in the Town Safety Program
- Maintain any safety certification as listed by the Town of Strathmore (WHMIS, First Aid etc.), and participate in any health and safety training moments, meetings, & exercises
- Ensure work sites are maintained in a clean and safe manner to protect the safety of all Town personnel and the surrounding public

COMPETENCIES AND BEHAVIOURS

- Ability to provide high-quality customer service to both internal and external clients
- Ability to work independently and as part of a team
- Strong verbal communication skills
- Ability to manage time effectively

REQUIREMENTS, EXPERIENCE AND EDUCATION

- High School Diploma or equivalent (minimum 18 years of age)
- 1-2 year of arena operations experience and/or relevant work-related experience considered an asset
- AARFP Arena Operator level 1 preferred
- Basic First Aid & CPR

WORKING CONDITIONS

- Adapt to seasonal workload fluctuations
- Must be able to stand for long periods of time
- Physically demanding role, often on slippery surfaces
- Exposure to cold temperatures
- Regular use of cleaning or ice plant chemicals (E.g., ammonia)
- Must be able to lift- up to 50lbs
- Exposure to loud machinery and equipment
- Operators may be required to wear PPE such as gloves, safety boots, respirators, etc.
- Variable hours, including evenings and weekends

Manager Approval:

Name

Signature

Date

Employee Acceptance:

Name

Signature

Date

Submit signed copy to HR for filing