



## JOB DESCRIPTION

<b>JOB INFORMATION</b>	
<b>Position:</b>	Facility Operator
<b>Reports To:</b>	Family Centre Arena & Civic Centre Manager
<b>Position Type:</b>	<input type="checkbox"/> Full Time Permanent (35 hours) <input checked="" type="checkbox"/> Full Time Permanent (40 hours) <input type="checkbox"/> Part Time Casual <input type="checkbox"/> Part Time Permanent <input type="checkbox"/> Full Time Limited Term (including FT Summer Students) <input type="checkbox"/> Part Time Limited Term (including PT Summer Students)
<b>JOB SUMMARY</b>	
Reporting to the Family Centre Arena & Civic Centre Manager, the Facility Operator I is responsible for the safe and efficient operation of the Strathmore Family Centre. This includes maintaining the ice surface, operating the refrigeration plant, performing janitorial duties, and supporting event operations at the Civic Centre. The role ensures the facility meets operational standards and provides a clean, safe environment for all users.	
<b>ESSENTIAL FUNCTIONS</b>	
<b>Description of the Function</b>	
<b><u>Operations &amp; Maintenance:</u></b> <ul style="list-style-type: none"><li>• Carry and answer the arena cell when alone on shift or a radio when multiple staff are scheduled</li><li>• Follow the daily arena flood schedule and event setup schedule</li><li>• Operation and maintenance of ice resurfacers, edgers, lifts, and other equipment as required</li><li>• Documentation of weekly ice depth checks, daily equipment circle checks, all ice maintenance and monthly facility inspections</li><li>• Ensure adequate ice conditions and identify unsafe ice</li><li>• Complete event setup and take-downs at the Civic Centre safely and on time</li><li>• Ensure arena procedures are understood and followed</li><li>• Perform a minimum of 2 plant checks per shift</li><li>• Communicate all major issues (plant, resurfacers, ice, building) with the Sr. Facility Operator or Manager in a timely manner</li></ul>	
<b><u>Facility Cleanliness and Support:</u></b> <ul style="list-style-type: none"><li>• Provide all janitorial work in the facility as required, including but not limited to, cleaning dressing rooms between bookings, checking and collecting trash and recycling throughout shift, weekly cleaning of rink glass and showers</li><li>• Document all tasks completed during shift on the shift checklist</li><li>• Assist the part-time facility operators and building service workers</li><li>• Read and use the staff WorkChat tool for effective team communication</li><li>• Perform periodic sweeps of the facility</li></ul>	
<b><u>Safety:</u></b> <ul style="list-style-type: none"><li>• Maintain a professional, cooperative, and positive attitude towards health and safety</li><li>• Participate in health and safety training moments, meetings, and exercises</li><li>• Ensure work sites are maintained in a clean, safe manner to protect the safety of self, other Town personnel, and the public</li><li>• Report all unsafe or substandard conditions, acts, and events as soon as possible to immediate supervisor</li></ul>	

- Participate as a member of the Strathmore Emergency Response team in preparing and enabling the community to respond in the event of a local or regional disaster

## COMPETENCIES

- Ability to respond calmly and effectively to operational issues or emergencies
- Ability to interact in a professional manner with the public during events or facility use
- Strong task prioritization skills
- Proficient in operating ice resurfacing equipment and maintaining ice quality
- Understanding of refrigeration systems and safe handling procedures
- Ability to perform routine janitorial tasks and minor repairs
- Ability to accurately document and maintain maintenance, inspections and chemical usage logs

## REQUIREMENTS, EXPERIENCE, AND EDUCATION

- Minimum 1 year of arena operations experience or relevant work-related experience
- AARFP Arena Operator level 1 is preferred
- Basic First Aid & CPR
- Consent to disclosure of a Criminal Record Check and Driver's Abstract
- Possession of a valid Alberta Class 5 driver's licence

## WORKING CONDITIONS

- Repetitive standing, walking, bending, and working in cold environments (arena setting)
- Capable of lifting and carrying items up to 50lbs as part of daily duties, including moving equipment, maintenance tools, and supplies
- Use of mechanical aids or team lifts is expected for heavier or awkward loads

### Manager Approval:

\_\_\_\_\_  
Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Employee Acceptance:

\_\_\_\_\_  
Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*Submit signed copy to HR for filing*