



# The Municipality of West Elgin

22413 Hoskins Line, Rodney, Ontario N0L 2C0

## Job Description

Title: Recreation Facility Operator

Reports To: Recreation Supervisor

Positions Supervised: Part Time Staff

Effective Date: November 30, 2020

### Position Summary:

Maintains and operates equipment and facilities such as but not limited to the seasonal pool, recreation center, park grounds, play equipment structures, baseball diamonds and arena, including the installation and maintenance of ice. Maintain municipal sidewalks during the winter including plowing and salting. During Arena Shifts you will assume responsibility for the complete operation of the facility. Duties will include the set up of facilities for events, collection of fees from patrons, working with the public, and promoting the use of recreation facilities within the municipality.

### Principle Responsibilities:

1. Maintain equipment and facilities to acceptable standards to insure successful use by the public.
2. Carries out periodic inspection, cleaning, lubrication and related tasks on all equipment and facilities. (I.e. changing filters, belts HVAC equipment, ice resurfacing, fire alarms, emergency lighting systems, pumps, and associated equipment.
3. Perform a variety of technical adjustments to compressors, HVAC unit's ice resurfacer, tractors and other parks related equipment on a regular basis to insure safe and efficient operation.
4. In conjunction with other Recreation Staff installs and maintains the ice surface at the arena.
5. Ensures the safe operation of equipment and facilities. Occasionally responding to emergency situations requiring first aid or CPR, calling for an ambulance and assisting paramedics as required. Supervise and conduct evacuations of the facility as needed.
6. Assume responsibility of the Arena operation on your assigned shift. This might require operation of the ice resufacer, installing lines, installing nets, checking the operation and recording of the compressor log items, checking operation of the clock, and sound system, maintaining washrooms and dressing rooms, collecting fees and providing receipts.

7. Sets up and or oversees operations at the Recreation Center for sporting and social events placing and removing chairs, tables etc. Sweeping and cleaning floors in hall, foyer, dressing rooms and washrooms as required. Delivering tables and chairs to Municipal sponsored events.
8. Maintains grounds at parks, baseball diamonds, marina, beach and other public areas. Activities will include cutting grass, planting, fertilizing, leveling fields, setting bases, lining soccer fields, sweeping parking lots, picking up debris as required. Plowing and salting sidewalks as required.
9. Carries out repairs, maintenance, and renovations on all buildings and parks including building rooms, tennis courts, picnic tables, shelters, and washrooms. Duties include but are not limited to painting, installing lights and toilet fixtures, minor carpentry works, minor cement work and other projects where an outside contractor is not utilized. Installs and maintains playground equipment.
10. Other duties include skate sharpening and supervising public skating events.
11. Responds to inquiries regarding recreation facility use on arena and hall operations, promoting use of the recreation facilities at every opportunity.
12. Monitor crowd's behaviour during events and take proactive actions necessary including calling Police as required to insure public safety.
13. Assigns work to and monitors progress of work to part time staff, referring challenges to the Recreation Supervisor.
14. As directed by the Recreation Supervisor participates in the On-call Schedule. Responding to after hour emergencies, alarm calls, and staff request for assistance.
15. Acts as a resource person for the concession operator.
16. Other duties that may be assigned from time to time.

#### Working Conditions:

- Exposure to the elements, heat and cold, dust and humidity possible hazardous conditions.
- On-call 24 hours per day, 7 days per week, as per the published schedule.
- Working with the public
- Work interruptions to deal with patron's inquiries.
- Possible exposure to bodily fluids, emergency situations that might arise.
- Occasionally working alone.
- Normal hours of work will be 40 hours in a seven day period, 80 hours in a pay period.

#### Minimum Qualifications:

- Secondary school graduation. Completion of Recreation Facility Operation course, such as Ice Maintenance, Equipment Operation, and Basic Refrigeration would be an asset.

- Experience in operation of Parks maintenance equipment, working in a park setting, pool operation and arena operations.
- Knowledge of Health and Safety procedures and guidelines.
- Current first aid and CPR with AED training.
- Valid Drivers Licence
- Mechanical aptitude
- Basic computer skills
- Excellent public relations skills