



# The Municipality of West Elgin

22413 Hoskins Line, Rodney, Ontario N0L 2C0

## Job Description

**Title:** Recreation Facility Operator

**Reports To:** Recreation Supervisor

**Department:** Operations & Community Services

### Position Summary:

This position will assist with routine maintenance and operations at the West Elgin Community Centre.

The Municipality of West Elgin expects all employees to work in an environmentally friendly way in all the tasks they do; to work in a manner that is safe for themselves and others and to be aware of their health & safety obligations; to continually look for opportunities to improve their job that will result in excellence in municipal government and; to recognize the uniqueness of the individuals they come into contact with, and to treat them with dignity and respect.

### Duties and Responsibilities:

- Maintain equipment and facility to acceptable standards to insure successful use by the public.
- Carry out periodic inspection, cleaning, lubrication, and related tasks on all facility equipment.
- In conjunction with other Recreation Staff, maintain the ice surface at the arena.
- Ensure 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.
- Assume responsibility of the Arena operation on assigned shift. This might require operation of the ice resurfacing unit, installing lines, installing nets, checking the operation, and recording of the compressor log items, checking operation of the clock and sound system, maintaining washrooms/dressing rooms, collecting fees, and providing receipts.
- Other duties include skate sharpening and supervising public skating events.
- Responds to inquiries regarding recreation facility use at the arena and promoting use of the facility at every opportunity.
- Monitor crowd's behaviour during events and take proactive actions necessary including calling Police as required to ensure public safety.
- Other duties that may be assigned from time to time.

### Working Conditions:

- Exposure to the cold and possible hazardous conditions.
- 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.

### Preferred Qualifications:

- Secondary school graduation.
- Completion of a Recreation Facility Operation course, such as Ice Maintenance, Equipment Operation, and Basic Refrigeration would be considered an asset.
- Experience in operation of arena maintenance equipment and operations.
- Knowledge of Health and Safety procedures and guidelines.
- Current first aid and CPR with AED training.
- Valid G Drivers Licence.
- Mechanical aptitude
- Basic computer skills
- Excellent public relations skills