



## JOB POSTING

**Position:** One (1) Parks and Recreation Facility Operator  
**Job Type:** Part Time  
**Reporting To:** Parks and Recreation Superintendent/Assistant Superintendent

### Position Summary:

The successful candidate will be responsible for the onsite operation of an arena during the fall/winter season.

### Position Details:

The successful candidate will be responsible for the maintenance and operations of the Municipality of Central Elgin's two Arenas. Performing Building maintenance, repairs and janitorial duties based on daily, weekly and monthly schedules; and ensuring all security measures, policies, Municipal procedures and health and safety procedures are followed at all times. Ensures that patrons of Arenas acknowledge and abide by municipal policy and provincial law including but not limited to consumption of alcohol.

Duties include maintenance of the arena ice surface, keeping it in good useable condition with a regular program of cleaning and re-surfacing. Supervises the proper use of the facilities, maintains safety and security; makes certain that lights and heaters are off, and the buildings are locked after use.

### Skills and Knowledge:

- Ability to deal effectively with complaints from the public and the skill to direct their concerns to a member of the municipal personnel who is best able to respond to the inquiry.
- Good physical condition is required to operate most equipment and perform laborious activities as required.
- Must be able to respond politely and efficiently with the general public over the telephone and in person at the recreation facilities.
- Working knowledge of HVAC systems, and Arena Refrigeration systems an asset.
- Experience operating an ice resurfer and use of all ice equipment & tools an asset.

**Education:**

- O.S.S.D or equivalent.
- Any post-secondary education in a related field is considered an asset.
- C.I.T Certification through ORFA an asset.
- First Aid & WHMIS trained an asset.
- G-class Driver's license

**Work Schedule:**

0 to 40 hours per week, will be required to work varied hours including nights, weekends and statutory holidays.

**Conditions of Employment:**

A Police Vulnerable Sector Check and Drivers Abstract satisfactory to the Municipality of Central Elgin are required from successful applicants prior to start date.

**How to Apply:**

Please submit your cover letter and resume by emailing Human Resources at [hr@centralelgin.org](mailto:hr@centralelgin.org). Include the Subject Line: Facility Operator Application 2024

**Applications will be received not later than:  
September 13, 2024 at 4:30 p.m.**

