



THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Arena/Facility Operator I	CLASSIFICATION: Maternity Leave Contract
DEPARTMENT: Parks, Recreation & Culture	SALARY LEVEL: \$22.66/hr (2018 rate)
LOCATION: Dr. William Lacey Nobleton Arena and Community Centre King City Arena and Community Centre, Trisan Centre	

JOB PROFILE:

Function:

Responsible for the maintenance of the arena ice surface(s), equipment, auditoriums/multi-purpose/program rooms and performance of a variety of related repairs and janitorial tasks.

Reports to:

- Lead Hand - Arenas

Supervision Responsibilities:

- Seasonal/Part Time employees (students, volunteers, skating attendants)

Duties and Responsibilities:

- Operates and maintains arena refrigeration plant in compliance with industry standards and practices.
- Installs and maintains ice surface(s) for the duration of the season.
- Plans and implements an ice maintenance program based upon identified usage (both day to day and special events).
- Operates the ice resurfacing machine.
- Monitors ice temperature and humidity.
- Reviews and monitors facility booking and rentals to ensure facility is clean, required set up is complete and customer needs are met, including general janitorial duties.
- Performs general carpentry plumbing, electrical and painting repairs with scope of abilities and training.
- Assists with the supervision and training of students and seasonal staff.
- Implements established preventative maintenance practices for all building operating systems.

- Completes maintenance log books and other reporting systems.
- Ensures compliance with Township standards and government regulations, and ensures appropriate maintenance records are completed.
- Ensures all equipment is maintained in accordance with manufacturers' recommended maintenance and operating standards.
- Recommends repairs or improvements to buildings, changes or improvements to methods, procedures, policies, etc.
- Responds to enquiries and/or resolves complaints from participants, residents, department and Township staff and the general public with regard to recreation service.
- Performs other duties that are in accordance with the position.

Education/Experience:

- Completion of a Secondary School Diploma (Grade 12).
- Possession of an ORFA Basic Refrigeration Certificate or equivalent.
- Basic First Aid, WHMIS/GHS training.
- Previous experience in arena services.
- Previous experience in building maintenance and repair.
- Good problem solving, communication and organizational skills.
- Effective customer service skills to deal courteously and effectively with user groups, participants, the general public and Township staff.
- Class "G" Driver's License in good standing.

Conditions of Employment:

- Required to work in an arena environment and occasionally required to work outdoors in inclement weather.
- Work involves mental and visual concentration with frequent interruptions.
- Exposure to boiler room ammonia/refrigeration plant room and very cold conditions regularly.
- Will be required to be physically active and work with tools.
- Flexibility/availability to work and/or respond to after-hours emergencies and special events as may be required.
- Available for on call standby as scheduled throughout the year.

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date Approved: _____

Incumbent: _____

Date Signed: _____