



THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Attendant II - Facilities	CLASSIFICATION: Seasonal, Contract
DEPARTMENT: Community Services	SALARY LEVEL: \$19.56 /Hour (2024 Rate)
LOCATION: Township Owned Buildings	

JOB PROFILE:

Function:

Under the supervision of the Lead Hand – Facilities / Operator II - Facilities, assist with the maintenance and operation of all amenities of assigned facility, including arena, curling and/or pool, to ensure the building is clean and safely operated at all times. Assists with the implementation and patrol of public access programs while maintaining a safe, enjoyable environment for all users. Responsible for the care and control of a facility without an operational arena, curling rink or pool and part-time staff in the absence of full-time staff.

Reports to:

- Lead Hand – Facilities; Operator II – Facilities/Curling Ice Technician, Attendant III - Facilities

Supervision Responsibilities:

- Attendant I – Facilities (In the absence of the Lead Hand – Facility Services or the Operator II – Facilities)
- Contractors/Vendors (In the absence of the Lead Hand – Facility Services or the Operator II – Facilities)

Duties and Responsibilities:

- Maintain safe and tidy spaces, performing janitorial tasks, and ensuring equipment is setup, taken down and stored appropriately.
- Maintain facility, grounds, equipment, and amenities (including but not limited to picking litter, snow/ice removal, washing and striping floors, washing/cleaning windows and doors, cleaning washrooms, change rooms, emptying garbage, etc.)
- Operate ice resurfer and/or curling ice scrapper, take and record compressor readings, edge, chip ice, pebble, nip, paint lines, check pool equipment, maintain water balance, backwash and vacuum pool.
- Responsible for the safe and efficient operation, and care of tools, equipment, vehicles.
- Liaise with the public with a positive customer service approach to provide information

- regarding the facility, to arrange room rentals, etc.
- Setup and takedown of event spaces for functions (e.g., programs, socials, trainings & meetings, etc.)
- Monitor building systems reporting concerns to the Lead Hand or Operator.
- Monitor user functions to ensure that building security is maintained, and the rental contract is adhered to. Contact emergency personnel (e.g., police, ambulance) if required.
- Maintain a safe and tidy program space ensuring equipment is set-up and stored appropriately.
- Assist with checking and monitoring mechanical systems.
- Supervise participants, ensure their safety, and maintain complete vigilance to minimize risks, and be ready to respond at all times.
- Maintain a safe, enjoyable, and inclusive program environment for all participants by educating and enforcing program rules.
- Ensure all participants are equipped with proper personal protective equipment (e.g., helmet) when required.
- Report all concerns, accidents and incidents to the Lead Hand – Facilities / Operator II - Facilities and take appropriate action.
- Complete administrative duties in a timely manner (e.g., attendance, accident/incident reports, opening and closing procedures, logbooks and shift duties checklists).
- In the absence of the Lead Hand Facilities or Operator II – Facilities, open and close building, ensuring that alarms are properly set; and doors are secured, and all opening/closing procedures are completed and documented.
- Assume responsibility for the facility in the absence of the Lead Hand or Operator (where no ice or pool is in current operation).
- Oversee Attendant I – Facilities in the absence of the Lead Hand or Operator.
- Understand, adhere to, and enforce Corporate Policies & Procedures, Confidentiality Guidelines, Emergency Procedures and Health & Safety Standards for all participants and staff.
- Attends meetings/trainings as required.
- Some cash handling duties.
- Performs other duties that are in accordance with the position.

Education/Experience:

- Minimum one (1) year of experience in a recreation facility environment.
- Current Standard First Aid with CPR-C, or ability to obtain within one (1) month of onboarding.
- 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.
- ORFA Basic Refrigeration certificate or equivalent considered an asset.
- Certified Pool Operator (CPO) certification considered an asset.

Conditions of Employment:

- Required to work in an indoor arena and recreation environment and occasionally required to work outdoors in inclement weather.
- Must attend mandatory training and maintain required certifications.
- 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 perform physically demanding tasks, such as lifting heavy objects, and using operational equipment.
- Must be able to provide a clean drivers abstract.
- Must have CSA approved Work Boots / Helmet / Skates* (**when necessary*).
- Must have the ability to work independently or as a team.
- Must wear appropriate Personal Protective Equipment (P.P.E.) as required.
- Required to work shift work and variable hours including, evenings, weekends, holidays, and special events.
- Work in a safe manner and in compliance with the *Occupational Health and Safety Act* and its regulations.
- Ontario Class "G2" Driver's License in good standing.
- Performed work & work location will be generally constricted to a geographic area/specific facility, however, may alter based on conditions and needs of the division/department.

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date Approved: _____

Incumbent: _____

Date Signed: _____