



## **HELP WANTED PART-TIME ARENA & PARKS OPERATOR**

The Municipality of South Bruce is seeking a Part-Time Arena & Parks Operator. This position is responsible for maintenance and custodial services to the Municipal recreational facilities and parks within South Bruce. You will interact with the public to ensure that a safe, healthy and enjoyable environment is maintained.

Hours of work are approximately 25 hours per week. This position will work a variety of shifts which will include days, evenings, weekends and possibly statutory holidays.

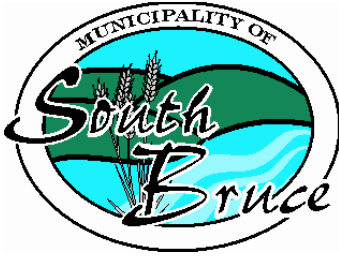
### **Education & Recommended Qualifications:**

- Secondary School Diploma with demonstrated experience and proficiency in the operation of equipment.
- Basic Refrigeration Certification and/or Certified Ice Technician (CIT) certificate is an asset.
- Experience in recreation facilities, and with various types of equipment including, ice resurfer, ice edger, grass cutters/mower, weed trimmers, ball diamond groomers, floor scrubbers, small tools, drills, skill saws, grinders, rental equipment, etc.
- Propane Cylinder Exchange is an asset
- Valid 'G' driver's license and reliable transportation

Interested candidates are invited to apply by submitting their resume with covering letter **by 12:00 noon on Friday, August 12<sup>th</sup>, 2022** to:

Rhonda Niesen, HR  
Municipality of South Bruce  
21 Gordon St E  
PO Box 540  
Teeswater, Ontario N0G 2S0

Resumes may also be forwarded to [rniesen@southbruce.ca](mailto:rniesen@southbruce.ca) in either Word or Adobe format.



## POSITION DESCRIPTION

**POSITION TITLE:** Part-Time Arena & Parks Operator

**DEPARTMENT:** Recreation **SALARY GROUP:** Casual Wage Grid

**GENERAL SUPERVISOR:** Facility and Parks Supervisor **Arena/Complex Assistants**

**POSITIONS SUPERVISED:** n/a

### POSITION SUMMARY:

This position is responsible for maintenance and custodial services to the Municipal recreational facilities and parks within South Bruce. You will interact with the public to ensure that a safe, healthy and enjoyable environment is maintained.

### PRINCIPAL RESPONSIBILITIES:

1. To review (often with their supervisor) assignments & schedules for the tasks and maintenance for the shift.
  2. To ensure the facilities and parks are maintained in a safe, clean and attractive operational condition.
  3. To eliminate any suspected safety hazards.
  4. To assist in the setup and cleanup for all rentals.
  5. To adhere to all cleaning and maintenance standards.
  6. To perform a daily check on all recreational equipment and fixtures and report any issues to your supervisor immediately.
  7. Assists with ball diamonds, parks and tennis court maintenance, including grassing cutting, diamond dragging and cleaning of public washrooms.
  8. To comply with the Municipality's Corporate Occupational Health & Safety Policy and Procedure Manual as well as the Municipality's Standard Operating Procedure's Manual. All employees will ensure that they perform all duties and run all equipment in a safe manner. All employees will wear all Personal Protective Equipment (PPE) as required.
    - a. Helmets must be worn when on the ice surface
    - b. Ice spikes must also be worn when on the ice surface
  9. To complete any records required by your supervisor.
  10. To maintain the ice surface as instructed.
  11. To keep the parking lot and entrances clean, clear of garbage, cigarette butts and snow and ice.
  12. To perform minor routine equipment repairs as required.
  13. To pass onto your supervisor any inquiries or feedback from the public they can't easily handle. To always treat the public with courtesy and enhance the public image of the Municipality of South Bruce's recreation department. To encourage proper and safe public use of our facilities.
  14. To act as event control while working or during special events. To report any unusual activities to your supervisor or other authorities as appropriate.
  15. To perform other duties as may be assigned by your supervisor.
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**EDUCATION:** Minimum Secondary School Graduation Diploma together with demonstrated experience and proficiency in the operation of equipment.

**QUALIFICATIONS (RECOMMENDED):**

1. Must be 18 years of age or older
2. Basic Refrigeration certification and/or Certified Ice Technician (CIT) certificate is an asset
3. Experience in recreation facilities
4. Ability and experience with various types of equipment, including ice resurfacer, ice edger, grass cutters/mower, weed trimmers, ball diamond groomers, floor scrubbers, small tools, drills, skill saws, grinders, rental equipment, etc. is an asset
5. Good interpersonal skills
6. Able to work alone or with minimal supervision; personal qualities of reliability and co-operation
7. Working knowledge of refrigeration, mechanical and electrical equipment
8. Knowledge of health and safety practices, including WHMIS and current standard first aid and CPR certificate.
9. Propane Cylinder Exchange is an asset
10. Valid 'G' driver's licence and reliable transportation

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

- Must be physically capable of performing all work, including lifting, pushing and pulling heavy objects, working with various chemicals and working in confined spaces.
- Work in all types of weather, times, and environmental conditions
- Required to operate/drive equipment for long periods of time
- Shift work
- Personal Protective Equipment (PPE) must be worn at all times.

**CONDITIONS OF EMPLOYMENT:** This position requires you to be able to handle stress, you will be dealing with children and the public. Hours of work are approximately 25 hours per week. This position will have to work a variety of shifts which will include days, evenings, weekends and possibly statutory holidays. You may have to respond to emergency situations. As an employee, you must submit to a police background check at your own expense. You are required to attend all training sessions as required by the Municipality. You are required to wear all required personal protective equipment (PPE) as required for this position. There is risk of injury with this position, you may be exposed to physical hazards as well as toxic gases.

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Prepared By: CL  
Effective Date: January 4, 2018

Approved By: LM