



## THE MUNICIPALITY OF SOUTH BRUCE

### **HELP WANTED**

### **SEASONAL PART-TIME ARENA & PARKS OPERATOR**

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

Hours of work are for the winter months; generally October to March, and will be approximately 20 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 resurfacer, ice edger, floor scrubbers, small tools, drills, skill saws, grinders, rental equipment, etc.
- Propane Cylinder Exchange is an asset
- Valid 'G' driver's license.

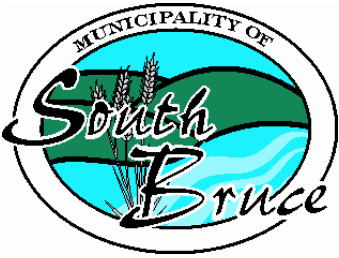
A job description is available at [www.southbruce.ca](http://www.southbruce.ca)

Interested candidates are invited to apply by submitting their resume with covering letter by 12:00 noon on Tuesday August 31, 2021

Rhonda Niesen, Human Resources  
Municipality of South Bruce  
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Teeswater, Ontario N0G 2S0

or e-mail resume & covering letter to: [rniesen@southbruce.ca](mailto:rniesen@southbruce.ca)

*We thank all applicants who apply, however, only those considered for an interview will be acknowledged. Information obtained during this recruitment process is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. In accordance with Accessibility for Ontarians with Disabilities Act, the Municipality is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. If you require accommodation, please indicate in your application to ensure your participation in the recruitment and selection process.*



## POSITION DESCRIPTION

POSITION TITLE:	Seasonal Part-Time Arena & Parks Operator	
DEPARTMENT:	Recreation	SALARY GROUP: Casual Wage Grid
GENERAL SUPERVISOR:	Facility and Parks Supervisor	Arena/Complex Assistants

### 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.

**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 resurfacers, ice edgers, grass cutters/mower, weed trimmers, ball diamond groomers, floor scrubbers, small tools, drills, skill saws, grinders, rental equipment, etc.
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. Smart-Serve Certification is an asset
11. Valid 'G' driver's licence

**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 for the winter months, generally October to March will be approximately 20 hours per week. Hours through the spring and summer will be on an 'as-needed' basis. 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.

Prepared By: CL  
Effective Date: July 2016

Approved By: KR