

# Job Description

## Recreation Facility Operator

## **PURPOSE OF THE POSITION**

(The main reason for the position, in what context and what is the overall end result)

The Recreation Facility Operator is responsible for maintaining recreation and other municipal facilities in order to ensure clean, safe and healthy facilities are available.

## **SCOPE**

(The way that the position contributes to and impacts on the organization)

The Recreation Facility Operator reports to the Foreman and is responsible for keeping recreation and other Municipal facilities clean, safe and secure and for maintaining the upkeep of recreational areas and grounds.

Failure to provide adequate services will result in a lack of clean and safe recreation and sport facilities in the community. This will have an impact on the quality of life for all residents and will affect the health and wellness of community members.

## **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

### 1. Maintain and secure recreation facilities

#### Main Activities

- Identify maintenance problems
- Perform emergency repairs
- Follow up on work requests
- Follow established preventive maintenance repairs
- Perform a safety and security checks of facilities on a daily basis
- Ensure facilities are locked and secured when not in use
- Report fire or medical emergencies
- Maintain electrical, plumbing, heating and ventilation systems
- Assist in the installation of playground equipment
- Develop and maintain play spaces and ball diamonds
- Inspect and repair playground equipment and playground areas

### 2. Make and maintain ice for the skating arena and maintain arena facilities

#### Main Activities

- Prepare facilities for ice making
- Coordinate initial ice making
- Maintain, shave and flood the ice
- Paint the ice
- Operate and maintain the Zamboni

- Inspect and repair boards
- Maintain dressing rooms and other areas within the arena

3. Perform landscaping and grounds maintenance during the summer months

Main Activities

- Operate landscaping and grass cutting equipment
- Maintain Municipal grounds
- Cut and maintain Municipal trails
- Supervise summer casual staff

4. Perform general maintenance on recreation and other Municipal facilities

Main Activities

- Perform general carpentry repairs and maintenance
- Change lights and make other minor electrical repairs
- Inspect and perform minor repairs to boilers, water tanks and other equipment
- Maintain plumbing and heating systems
- Ensure conservation measures are followed
- Identify and control risks
- Maintain stock and inventory control
- Maintain records
- Supervise casual staff

5. Ensure recreation facilities are cleaned on a regular basis

Main Activities

- Perform janitorial duties including sweeping, mopping, polishing and scrubbing facilities and equipment
- Operate cleaning equipment
- Maintain acceptable standards for cleanliness
- Set up recreation facilities for special events such as setting up stacking tables and chairs

6. Perform other related duties as required

## **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- ✓ basic knowledge of preventative maintenance and operation of recreation facilities
- ✓ an understanding of relevant policies, procedures and rules
- ✓ knowledge of ice making and maintenance procedures
- ✓ basic knowledge of maintenance of plumbing and heating systems
- including boiler inspection and repair
- ✓ an understanding of the northern cultural and political environment
- ✓ knowledge of emergency procedures, First Aid and CPR

### **Skills**

The incumbent must demonstrate the following skills:

- ✓ analytical and problem solving skills
- ✓ mechanical skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ stress management skills
- ✓ time management skills

### **Personal Attributes**

The incumbent must also demonstrate the following personal attributes:

- ✓ maintain standards of conduct
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate a dedication to the position and the community
- ✓ demonstrate sound work ethics
- ✓ be consistent and fair

The Recreation Facility Operator would normally attain the required knowledge, skills and attitudes through completion of the Recreation Facility Operator Program combined with related experience. Equivalencies will be considered.

## **WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

The Recreation Facility Operator has a physically strenuous position. He/she will be expected to lift, carry and manage equipment and supplies. He/she may have to work odd or long hours at a time to complete special requests or projects or to participate in or coordinate evening and off-hour activities.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The Recreation Facility Operator may work in a number of facilities and outdoor locations. The Recreation Facility Operator may find the environments to be busy, noisy and will need stress management skills to complete the required tasks.

### **Sensory Demands**

(The nature of demands on the incumbent's senses)

The situations and programs may be noisy and busy making it difficult for the Operator to concentrate. He/she will be expected to use cleaning materials and be in contact with chemicals that may cause irritation to the skin.

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

Stress is caused by the volume of work to be completed.

## CERTIFICATION

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name                      Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<hr/> <p>Supervisor's Title</p> <hr/> <p>Supervisor's Signature              Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<hr/> <p>Senior Administrative Officer's Signature                      Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.