



FACILITY OPERATOR

Permanent Part Time: 20 hours per week

Classification Level: \$22.08 - \$27.60 per hour

Reports To: Leader, Facility Operators

Position Summary:

The Facility Operator is responsible for ensuring an efficient and safe operation of the facility which includes arena/soccer/walking track operations, equipment and grounds/parking lot at City of Leduc recreation facilities. The Facility Operator shall assist with the development and implementation of the preventative maintenance of recreation facilities.

Duties and Responsibilities:

- Performs maintenance related duties on buildings, grounds and equipment.
- Maintains ice, soccer and indoor track surfaces.
- Reports items damaged/in need of repair to the Leader, Facility Operations.
- Completes other maintenance related duties such as painting, snow removal, custodial and special events set up and clean up as required.
- Assists in maintaining a high standard of cleanliness of the centre.
- Performs general and preventative ice plant maintenance, as required.
- Ensures maintenance activities meet with and integrate with organizational requirements for the quality management, health and safety, legal stipulations and general duty of care.
- Assists with the training, mentoring and leadership of the Attendant positions, as required.
- Performs custodial duties, as required.
- Ensures appropriate use of facility by patrons and guests and enforces facility guidelines and rules.
- Performs other related duties and responsibilities as required.

Qualifications:

Education:

- Arena Operator Level I **and** Level II.
- Possess a valid Class 5 Operator's License (driver's abstract is required).
- WHMIS, CPR and Standard First Aide certification.

Experience:

- Three years of arena/soccer related experience, preferably in a recreation facility.
- Prior municipal experience would be an asset.

Knowledge, skills and abilities:

- Knowledge and understanding of artificial ice preparation and maintenance.
- Knowledge of Occupational Health & Safety standards.
- Knowledge of Hazard Assessment and Control.
- Able to provide quality customer service.
- Computer skills in MSOffice applications.
- Strength and ability to climb ladders, lift, push or carry objects.
- Be self motivated and have the ability to work both independently and in a team environment.

- Excellent organizational, customer services and time-management skills with the ability to multi-task and prioritize workload efficiently.
- Superior analytical, interpersonal, public relations and verbal/written communication skills.
- The ability to work flexible shifts, evenings and weekends, as required.
- Able to successfully pass a Criminal Records Check.

Working Conditions:

Travel between facilities is required in the performance of duties. The incumbent must wear safety equipment, as appropriate, and observe recognized safety practices in the performance of duties. Contact with the public in person, is required. Majority of the work will be indoors, however some variance in temperature and humidity will be experienced dependant on the area of work. This position may be required to work a variety of shifts.

Qualified individuals are asked to submit an up-to-date resume and cover letter outlining how you meet the above qualifications. Competition will remain open until suitable candidate is found. Please submit to:

Human Resources
City of Leduc
#1 Alexandra Park, Leduc, Alberta T9E 4C4
Fax: (780) 980-7127
Email: resume@leduc.ca
Visit our website at: www.leduc.ca/jobs