



Job Posting

Community Services - Recreation Operator

Posting Date: August 11, 2017

Classification: Recreation Operator 3 or Recreation Operator 2, depending upon qualifications

Reports to: Community Services Foreman

Hours of Work: 40 hour work week, will include some shift work, evenings and weekends during fall and winter months. Spring and summer 7:30 to 4:30 p.m.

Rate of Pay: \$23.61 - \$27.37 per hour

Posting Period: August 11 – September 7, 2017

We are seeking a hard-working and enthusiastic full-time operator to join our team in the Community Services Department.

The Town of Hanna owns and operates several impressive community facilities, which is comprised of one ice skating arena, a 6 sheet curling rink, an outdoor swimming pool complete with waterslide, a multi-use facility (Centennial Place), numerous parks and sport fields, and a community centre. Our facilities also regularly host concerts, music events, trade shows, rodeos, conferences, and large tournaments.

The Community Services department is the team that ensures that both local residents and visitors have an excellent experience from the moment they step into our recreation facilities until the second they unfortunately have to leave; we are looking for a new member to join this team.

As a Community Services Operator, you will ensure that the Town of Hanna facilities are safe and clean, and you will engage in making small repairs to minor deficiencies as they arise from regular wear and tear. Your enthusiasm and excellent customer service skills will ensure customers are always smiling. Plus, you'll get to drive the Olympia!

If you want to make a positive difference in your community, please apply for this permanent, full-time, position. You will work 40 hour weeks with some occasional overtime, including daytime, evening, and weekend shifts to ensure our recreation facilities are open and sparkling for all ages. The Town offers a competitive salary and a full benefits package, which includes health and retirement plans.

A detailed job description can be found at: www.hanna.ca

Required Knowledge, Skills, and Abilities:

- High School Diploma or G.E.D;
- Valid Alberta Class 5 Driver's License;
- First Aid, CPR & WHMIS Certifications are preferred;

- Ability to comprehend and carry out written and oral instructions;
- Strong physical capability;
- Commitment to working in a team environment;
- Strong communication, problem-solving, and interpersonal skills;
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times; and
- Knowledge of the methods, techniques, and requirements for the maintenance and upkeep of buildings, facilities, grounds, and equipment.

Additional experience or education considered to be an asset:

- Experience working in maintenance operations
- Tree Pruning training
- Building Maintenance Certification
- Arena Operator Level 2
- Swimming Pool Operator Level 1
- Pesticide Applicator Certification
- CSA Playground Certification

Duties and Responsibilities:

- Ice surface and refrigeration plant maintenance Ice making, edging, changing glass and board repairs, and recordkeeping;
- Maintenance and repair of Olympia for ice surface
- Maintenance and repair of parks equipment – mowers, tractors, bobcat, etc.
- Facility maintenance including painting, fixing doors and hardware, cutting/trimming grass, working with various hand tools, monitoring public safety and security, and removing snow from parking lots and sidewalks, minor plumbing and electrical repairs;
- Janitorial maintenance including cleaning washrooms, dressing rooms, maintaining janitorial equipment like floor scrubber, collecting and removing garbage and litter from facilities and grounds;
- Special event setups and tear-downs including setting up tables, chairs, staging based on customer request; and
- Summer duties will be focused upon our outdoor sports and pool facilities with the same attention to detail and care.

Interested candidates must submit a cover letter and a detailed resume to:

ATTN: Application - Community Services Operator
 Town of Hanna
 Box 430
 Hanna, AB
 T0J 1P0
 Email: gsnell@hanna.ca

This posting will close on September 7th, 2017 at 4:00 p.m.

We would like to thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.