



Posted – September 12, 2018

Town of Taber Recreation Operator I Fulltime

POSITION SUMMARY:

The Town of Taber is seeking a hard working individual, with experience in recreation services. As a member of the Recreation team, this position performs a variety of duties to support the ongoing maintenance and operation of arenas, sports fields, parks and cemetery. Monitors facility operations and leads small work crews with seasonal staff. This position falls within the scope of CUPE Local 2038.

DUTIES AND RESPONSIBILITIES:

- Liaises with Supervisor regarding matters such as priority of projects, budget, policies, procedures and safety.
- Monitors scheduled recreation facility events, bookings and activities and arranges supply of associated equipment
- Leads small work crews with seasonal staff overseeing daily tasks as assigned by supervisor
- Installation and removal of ice in arena including ice logos and markings
- Maintains ice surface throughout the season by flooding, shaving, patching holes, measuring ice thickness, edging, etc.
- Cleans arenas by sweeping floors, washing windows, emptying garbage, snow management of walkways, etc.
- Maintains ice facilities and equipment; includes checking furnaces and refrigeration plant, including assisting with draining oil from heat exchanger requiring proper use of masks, painting, replacing arena glass, testing back up power and replacing lights.
- Communicates and interacts with public and other staff; monitors customers and enforces arena facility rules & regulations.
- Maintains ball diamonds, soccer pitches, tennis courts, sports track, walking paths and trails; includes grooming ball diamonds, repairing backstops, turf maintenance and repairing fences.
- Installs, maintains, and repairs irrigation systems; sets zone times, replaces sprinkler heads, flushing and blowing out lines.
- Maintains community parks and cemetery by aerating, power raking, mowing, fertilizing, irrigating, trimming, edging, herbicide application, planting and pruning trees.
- Performs routine vehicle and equipment maintenance such as checking fluids; greasing; cleaning; and changing air filters, belts, blades and oil.
- Maintains and updates records such as incident reports, hazard assessments, irrigation drawings, procedure manuals and checklists.
- Performs tailgate safety meeting with contractors.
- Provides guidance, in-house training, instruction and support to seasonal staff. Coordinates and monitors duties performed such as mowing, weed trimming, daily equipment maintenance and safe operation of equipment.
- Performs other related duties such as assisting with special event projects, moving bleachers, ordering supplies and materials, health and safety program duties, and involvement with purchasing process.

PREFERRED QUALIFICATIONS:

- High school diploma
- Arena Operator I
- Parks & Sports Field Operator I
- 2 years' experience arena refrigeration plant operations
- 2 years' experience in ice maintenance and resurfacing
- Class 3 driver's license with air brake endorsement an asset
- Intermediate computer skills
- Standard First Aid/CPR/AED
- Ability to provide a clean Police Information check

DURATION: Fulltime position
START DATE: As soon as possible

SUPERVISOR: Trent Smith, Recreation Manager
WAGE: \$24.78 per hour
HOURS OF WORK: A variety of shifts including days, evenings, and weekend work during winter season
CLOSE DATE: **September 19, 2018 @ 4:30pm**

Please submit resume and cover letter in confidence to:

Human Resources
Town of Taber
4900 A 50 St.
Taber, AB T1G 1T1
Fax: 403-223-5530
hr@taber.ca