

Recreation Facility Operator TOS2017-29

Casual – Permanent

Competition No. TOS2017-29

The Town of Strathmore is an equal opportunity employer, endeavoring to deliver municipal services that promote the well-being of our community of over 13,000 people. We are looking for a highly motivated, hands on individual to become part of the Family Centre Arena & Civic Centre Team as a Recreation Facility Operator reporting to the Family Centre Facility Manager. This individual will have strong communication/interpersonal skills and a focus on positive customer service to effectively execute the daily operations and assign projects/tasks.

Duties & Responsibilities include but are not limited to:

- Required to communicate tactfully and effectively with the public and other staff.
- Installing and maintaining ice in arena.
- Cleaning interior and exterior of arenas.
- Maintaining ice facilities and equipment and performing preventative maintenance checks.
- Operate and maintain the Civic Centre facility including event set up and take downs.
- Maintaining and updating records such as daily incident reports, daily hazard assessments, procedure manuals and preventive maintenance checklists.

Preferred Qualifications: The qualified individual will have Grade 12 or equivalent, Basic First Aid & CPR, WHMIS. They must have a valid Class 5 drivers license and be able provide a Clean RCMP records check. The following would be an asset: Olympia Ice Cleaning experience and Arena Operator Certification. Experience working with the public and strong customer services still are essential.

We will be using this recruitment for seasonal and part-time recreation facility operator positions that may become available.

If you are looking for a challenging and rewarding career opportunity, please forward your resume to:

680 Westchester Road

Strathmore, AB T1P 1J1

Phone: (403)934-3133 Fax: (403)934-4713

Email: opportunities@strathmore.ca

Attention: Human Resources

The Town of Strathmore thanks all applicants; however only those short-listed for an interview will be contacted.

Closing Date: December 21, 2017