



Posted – May 29, 2018

## **Town of Taber Recreation Operator Leadhand Full Time**

### **POSITION SUMMARY:**

*The Town of Taber is seeking a hard working individual with experience in recreation operations. As the Lead Hand for the Recreation Department, this position performs a variety of duties to support the ongoing maintenance and operation of arenas, sportsfields, parks, and cemetery. This position falls within the scope of CUPE Local 2038.*

### **DUTIES AND RESPONSIBILITIES:**

- Liaises with Director of Recreation and Recreation Manager regarding matters such as priority of projects, budget, policies, procedures and safety.
- Under the direction of the Manager, coordinates and assigns work to team of recreation personnel; monitors progress of projects with minimal direction.
- Responsible for the leadership and mentoring of all Arena and Parks personnel
- May be responsible for supervisory duties in the absence of the Recreation Manager
- Assists with arena start-up, making ice and maintaining ice for the season
- Maintains ice surface by flooding, shaving, patching holes, measuring ice thickness, edging, etc.
- Cleans arenas by sweeping floors, washing windows, emptying garbages, shoveling walks, etc.
- Maintains arena facility and equipment, including refrigeration unit checks, painting, replacing arena glass, and replacing lights.
- Monitors customers and enforces facility rules & regulations.
- Maintains ball diamonds, soccer pitches, tennis courts, and track; includes grooming ball diamonds, repairing backstops, turf maintenance, repairing fences, etc.
- Assists with the installation and maintenance of irrigation systems; includes flushing and blowing out lines, setting zone times, replacing sprinkler heads, etc.
- Assists with the installation, maintenance and repairs of parks playground areas and equipment.
- Maintains community parks and cemetery by aerating, power raking, mowing, fertilizing, irrigating, trimming, edging, herbicide application, planting and pruning trees, etc.
- Performs routine vehicle and equipment maintenance such as checking fluids, greasing, cleaning, and changing air filters, belts, blades, and oil.
- Assists with maintaining and updating records such as daily reports, irrigation drawings, procedure manuals, and checklists.
- Performs other related duties such as assisting with special projects, moving bleachers, ordering supplies and materials, processing purchase orders.

### **MINIMUM QUALIFICATIONS:**

- Arena Operator II Certification
- Parks and Sportsfields Operator II certification
- Current Standard First Aid/CPR/AED certification
- Canadian Playground Safety Institute certification an asset
- Class 3Q driver's license an asset
- 2 -5 years experience in recreation facilities operations
- A minimum of two years experience in a leadership role
- Heavy Machinery experience/training an asset
- Ability to provide a clean Police Information Check

<b>DURATION:</b>	Permanent Full Time Position
<b>START DATE:</b>	As soon as possible
<b>SUPERVISOR:</b>	Trent Smith, Recreation Manager
<b>WAGE:</b>	\$28.78 per hour
<b>HOURS OF WORK:</b>	40 hours / week plus voluntary standby rotation
<b>CLOSE DATE:</b>	<b>Friday, June 15, 2018 @ 4:30pm</b>

Please submit written application to:  
Human Resources - Town of Taber

4900 A 50 St.  
Taber, AB T1G 1T1  
Fax: 403-223-5530 [hr@taber.ca](mailto:hr@taber.ca)