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**Organization:** Bowness Community Association

**Position Description:** Facility Operator

**Reports to:** Executive Director and Facility Manager

**Term and Hours of Work:** Full-Time and Part-Time Positions

Must be able to work various shifts, days, nights or weekends

**Compensation:** Based on Experience and Skills

### **Company Overview:**

Governed by the vision, mission and values of the Bowness Community Association the Facility Operator is responsible for a wide range of tasks related to the operation and maintenance of the Bowness Community Centre and Arena. The facility includes a single sheet of ice, one of Calgary's largest halls and a number of multi-purpose and office spaces.

Key accountabilities include ensuring a positive customer experience, arena ice maintenance, arena cleaning and maintenance, hall cleaning and maintenance and creating a safe and clean facility for all user groups.

The position may require day, evening or weekend shifts depending on need and availability. This position offers a great work environment and is a great opportunity for experienced individuals or could be a great place to learn about facility and arena operations for entry level applicants.

### **Skills and Qualifications**

- High School Diploma or GED
- Valid Alberta Class 5 Driver's License with no more than 6 demerits points
- Previous Arena experience and/or AARFP Arena Operator Level 1 or higher an asset
- First Aid/AED/CPR certificate an asset or willing to get
- WHMIS training an asset or willing to get
- Criminal and vulnerable sector record check will be required.
- Basic Computer Skills(Microsoft Office, Various Facility Software)
- Mechanically inclined an asset

### **Accountabilities and Expectations:**

- Provide exceptional customer service to guests of the Bowness Community Centre and Arena while ensuring guests follow the rules and regulations of the facility.
- Ensure the safety and security of the facility by complying with BCA Policies and Procedures at all times reporting all incidents to immediate manager and completing forms as required.
- Maintain arena ice surface by operating the ice re-surfacer (Olympia), electric ice edger, and other equipment to flood, shave, fill holes, measure ice thickness, etc.
- Basic maintenance for entire facility including all areas used by public and secure areas. This includes painting, minor repairs, and preventative maintenance, ice plant room monitoring, etc.
- Outdoor property maintenance including grass field, parking lots, sidewalk and entrances. This includes mowing, trimming, leaf blowing, snow shoveling, ice removal, garbage removal, weeding, etc.
- Perform janitorial work including operating floor machine, cleaning showers and washrooms, and ensuring high standards of cleanliness at all entrances and all public spaces.
- Respond to emergencies including evacuation alarms, medical emergencies and other safety issues with guidance from management.

- Ensure cleanliness of rental spaces prior to and following rental use.
- Opening and closing of the facility including walking around the facility ensuring the security of the facility.
- Communicate with other facility and BCA staff through the use facility schedules, the arena log book, reading meeting minutes and contacting manager with issues and information for other staff.
- Assist in the preparation of events and programs including setup and takedown.
- Support and assist in community projects and events whenever possible supporting volunteerism and community engagement.
- Suggest creative ideas that encourage positive experiences for user groups, staff and volunteers.
- Perform various other duties as assigned.

Working conditions include working on slippery surfaces, outdoor weather conditions in summer and winter, and can be physically demanding including heavy lifting, shoveling and sweeping.

**To Apply:** Please send resume with cover letter to the [mdice@mybowness.com](mailto:mdice@mybowness.com). We thank everyone for your applications. No phone calls please. Applications are taken year round to recruit the best talent.