

## Job Description

**Job Title:** Part-time Arena Attendant  
**Department:** Public Works  
**Supervisor's Title:** Recreation Foreman

*Note to the reader: This job description is intended to relay information that describes the general responsibilities, tasks, and processes involved in performing the duties of this job. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual. The information provided will indicate the general skill, effort, responsibility, and working conditions expected in the role.*

### Purpose of the Job

Under the direction of the Recreation Foreman, provides facilities maintenance and supervision of municipal property and facilities. Responsible for areas of municipal facilities including arenas and community halls.

### Key Responsibility 1

#### Customer Service, Safety and Security

- Liaise with public regarding municipal facilities.
- Ability to deal with the public with diplomacy and tact.
- Ability to follow through with assigned tasks, to ask questions and ensure that the tasks are completed in an effective, timely and efficient manner, based on policy or supervisory direction.
- Maintain security of buildings, doors and alarms for all municipal property and facilities.
- Provide assistance to the public on the use of municipal facilities.
- Understand the Municipality's Health & Safety policies and procedures.
- Maintain a clean, safe and healthy work environment and public spaces.

### Key Responsibility 2

#### Service Delivery

- Maintain regular contact with Foreman to identify and resolve issues, respond to public complaints and concerns, and provide background information on complaints and emerging issues; attend staff and training meetings as directed.
- Identify expenses for authorization by Management.
- Assist including independent contractors, suppliers and facilities service providers, as directed by Management.
- Promote the health and safety of colleagues, and maintain a clean, safe and healthy work environment and public spaces.
- Participate in regular performance reviews with Management and identify personal and professional training and development needs.
- Prepare facilities and outdoor spaces for events and rentals on Municipal property.
- Assist when facilities are required for emergency shelter.

### **Key Responsibility 3**

#### Repairs and Maintenance

- Provide minor construction, repair, security and maintenance services for municipal property and facilities in accordance with provincial legislation and Council policy and direction.
- Work to promote energy efficiency, controlling utility and facility operating costs, and communicate risk management issues to Management for municipal property and facilities.
- Perform other duties as assigned.

### **Health and Safety**

Responsible, as an employee, for health & safety under the Occupational Health & Safety Act (OHSA). This includes, but is not limited to:

- Working safely within the law and safe work practices/procedures (understanding and following standard operating procedures, wearing personal protective equipment, using MSDS information, ensuring all guards are in place).
- Immediately reporting unsafe acts, conditions, or contraventions of the OHSA to a supervisor, the JHSC, or a Health & Safety representative.
- Maintaining a clean, orderly and safe work area.

### **Education and Qualifications**

- Completion of Secondary School, preferably with a background in trades and occupations.
- Certification or willingness to become certified as Facilities Operator, Ice Technician, or Basic Refrigeration or Horticultural Technician.
- Background experience and technical skills in ice making and resurfacing, refrigeration and grounds' keeping.
- Smart Serve, First Aid, CPR, AED, WHMIS and propane handling certification
- Exposure to building, parks, playfield and cemeteries maintenance.
- Maintain a valid Class G license.

### **Knowledge, Skills, and Equipment**

- A working knowledge of basic building construction and maintenance, including electrical, plumbing, HVAC and refrigeration.
- Effective written and oral communication skills.
- Ability to complete mathematical calculations for working with equipment and materials.
- Ability to read operating manuals, schedules and construction plans
- Training in the safe and effective operation and care of tools, equipment, machinery and other resources of the Community Services Department, including tractor, front end loader, mower, line trimmer, floor scrubbers, pickup truck, ice re-surfacer, compressors and hand tools.
- Ability to deal with the public with diplomacy and tact.
- Knowledge of Alcohol and Gaming Commission regulations.

- Ability to follow through with assigned tasks, to ask questions and ensure that the tasks are completed in an effective, timely and efficient manner, based on policy or supervisory direction.
- Energetic, motivated and innovative with excellent time management skills. Ability to work in a fast paced environment, follow through with assigned tasks and ensure tasks are completed in and timely and efficient manner, based on policy or Supervisory direction.
- Follow procedures, policies and other documentation required for effective service delivery.
- Ability to regularly lift in excess of 25 kg.

### **Personal Contacts**

Communication with internal and external individuals is regular in this position. Internally, this includes: municipal employees, managers and members of Council. Externally, this includes: the general public, consultants and government representatives.

### **Working Conditions**

Work involves a substantial amount of heavy lifting, carrying, crawling and climbing. Operations continue in all weather, including severe conditions. A high degree of mental alertness is required to ensure the safety of self and others as working with heavy equipment, vehicles, unpredictable traffic conditions, tools and hazardous chemicals is required. Hours of work are scheduled within the core. A flexible schedule is required to account for operational coverage outside of core hours, including emergency on-call, holidays, weekends, on-call and seasonal shifts.