



Come for a visit. Stay for a lifestyle.

Position: Part-Time Shift Operator
Department: Parks/Recreation and Facilities
Reports To: Parks and Recreation Leadhand

Union Affiliate

Position Summary:

The Part-Time Shift Operator, under the direction of the Leadhand, is responsible for the operation and maintenance of recreation facilities and the delivery of programs and leisure services to both residents and visitors. The Part-Time Shift Operator works with community groups, volunteers and individuals as a facilitator to ensure that the community leisure needs are addressed.

Duties and Key Responsibilities:

Program/Service

- Responsible to provide day-to-day maintenance for municipal Parks and Recreation Facilities;
- Provide a high level of customer service;
- Ensure that the facility is maintained in a safe, clean and attractive condition at all times;
- Implement safety procedures to ensure public safety in the facility and eliminate any suspected safety hazards;
- Review assignments and schedules for maintenance and use of the facility each day. Ensure the facility (court, field, ice, dressing rooms, hall, etc.) and/or park is ready for daily bookings;
- Maintain complete and accurate log books;
- Work to achieve good relations with users and the public to encourage proper use of the facility;
- Maintain security control during events;
- Assist in identifying issues and provide recommendations to promote optimum service to the community through the Leadhand;
- Provide information and assistance as required; and
- Perform other related tasks as directed.

Material Resources

- Select and recommend to the Parks/Recreation and Facilities Department and Leadhand, the proper equipment and materials required for the effective operation of the facility including, but not limited to, maintenance of vehicles, heating and ventilation system, and ice resurfacing machines.
- Ensure maintenance and safe operation of these machines; and
- Ensure that equipment and machinery is maintained to municipal standards and manufacture recommendations.

Supervisory Responsibilities:

- Supervise other staff as required.

Position Qualifications:

- Must possess a High School diploma;
- Previous Ice Resurfer experience will be considered an asset;
- Available to work flexible hours including days, evenings, weekends, and holidays;
- Knowledge of:
 - Basic refrigeration, mechanical and electrical equipment maintenance;
 - Ice making technology;
 - Safe operation of equipment and vehicles;
 - Provincial Legislations;
 - Municipal By-laws; and
 - Occupational Health and Safety Act.
- Strong communication and public relation skills required to work with the public and contract services;
- Valid and satisfactory Criminal Background Check;
- Current CPR, First Aid, WHMIS and AED operations;
- Previous training and/or practical experience in facility and arena maintenance;
- Valid Class G driver's license and clean driver's abstract;
- Team player, with good communication and interpersonal skills; and
- Ability to perform all duties of this physically active position, including heavy lifting.

Key Performance Competencies:

- Demonstrate strong communication and interpersonal skills as exercised through relations with other staff members and the public;
- Demonstrate excellent organizational skills to prioritize workload and maintain accurate records;
- Demonstrate knowledge of safety practices by attending meetings as required and by attending training provided on an on-going basis as required;
- Demonstrates good judgment exercised in:
 - Prioritizing work activities to ensure all maintenance schedules are properly followed;
 - Recommending maintenance or repairs of equipment to Leadhand;
 - Ensuring that the facility meets all safety standards at all times;
 - Working with other members of Parks/Recreation and Facilities team;
 - Ensuring that all mechanical repairs are carried out in a timely and cost-effective manner; and
- Demonstrates strong interpersonal skills.

Working Conditions:

- Exposed to some risk of physical hazards when inspecting the facility and equipment (ammonia gas, inflation equipment, etc.); and
- Unruly patrons may pose a physical threat at events.

Acknowledgement

Employee Signature: _____

Date: _____