



The Municipality of Trent Hills  
Invites Applications for the Position of  
**Part-time Shift Operator**

Trent Hills is a vibrant and growing community with a population of 13,000 that is located on the Trent Severn Waterway amongst the rolling hills of Northumberland County.

The Part-time Shift Operator, under the direction of the Leadhand, is responsible for the operation and maintenance of municipal facilities and the delivery of programs and 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 needs are addressed.

### **Qualifications and Experience**

- Must possess a High School diploma;
- Basic Refrigeration Certification is preferred;
- Safe Arena Refrigeration Plant Operator Course through ORFA is considered a strong asset;
- Safe Ice Resurfacer Operator Course through ORFA is considered a strong asset;
- Previous Ice Resurfacer 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 First Aid/CPR, 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.

The pay rate for this existing unionized position is \$26.20/hour - \$30.33/hour.

Please visit [www.trenthills.ca](http://www.trenthills.ca) for the complete job description.

Resumes will be received until **2:00 p.m. on Thursday, June 1, 2023**. Please send resumes marked "Part-time Shift Operator – Confidential" to the following address:

Kari Petherick, Coordinator of Human Resources  
Municipality of Trent Hills  
P.O. Box 1030  
66 Front Street S  
Campbellford, ON K0L 1L0  
Telephone: (705) 653-1900 ext. 225  
[kari.petherick@trenthills.ca](mailto:kari.petherick@trenthills.ca)

All information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, Chapter M45. We thank all applicants who apply but advise that only those selected for an interview will be contacted. In accordance with the Accessibility for Ontarians with Disabilities Act, the Municipality of Trent Hills is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 705-653-1900 ext. 225 or email [kari.petherick@trenthills.ca](mailto:kari.petherick@trenthills.ca) if you require an accommodation to ensure your participation in the recruitment and selection process.



Come for a visit. Stay for a lifestyle.

**Position:** Part-time Shift Operator  
**Department:** Parks, Recreation and Facilities  
**Reports to:** Manager of Parks and Facilities and 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 municipal facilities and the delivery of programs and 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 needs are addressed.

### **Duties and Key Responsibilities:**

#### **Program/Service**

- Responsible to provide day-to-day maintenance for municipal Parks and municipal 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.

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- Previous training and/or practical experience in facility and arena maintenance;
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- 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: \_\_\_\_\_