



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

Trent Hills is a vibrant, diverse, and growing community with a population of 13,000, located on the Trent Severn Waterway amongst the rolling hills of Northumberland County. Created in 2001 with the amalgamation of the municipalities of Campbellford/Seymour, Percy Township and the Village of Hastings, Trent Hills offers an inclusive, healthy, rural lifestyle for its residents, businesses, and visitors. Its unique urban centres and rural communities are united by a shared heritage, rich cultural fabric, picturesque landscape, and pride in the community.

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.

The successful candidate is required to have a High School diploma. The following certifications are preferred and considered a strong asset: Basic Refrigeration, Safe Arena Refrigeration Plant Operator (ORFA) and Safe Ice Resurfacers Operator (ORFA). Previous Ice Resurfacers experience is considered an asset. The preferred candidate must have strong communication and customer service skills.

This position works a variety of shifts including days, evenings, weekends and on holidays at the recreational facilities and parks in Campbellford, Hastings and Warkworth.

The starting pay rate for this vacant unionized position is \$26.72 per hour. As a unionized position, the candidate is eligible for pay rate increases after successfully passing the probation period. This position is eligible to join the OMERS pension plan.

Resumes will be received until **2:00 p.m. on Wednesday, September 24, 2025**. 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 South
Campbellford, ON K0L 1L0
kari.petherick@trenthills.ca

The Municipality of Trent Hills is an equal opportunity employer that is committed to inclusive barrier-free recruitment and selection processes. We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Please let us know if you require accommodation at any time during the recruitment process. We thank all applicants who apply but advise that only those selected for an interview will be contacted.



Come for a visit. Stay for a lifestyle.

Position: Part-time Shift Operator
Department: Community Services
Reports to: Manager of Community Services 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 Community Services 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;
- Basic Refrigeration Certification is preferred;
- Safe Arena Refrigeration Plant Operator Course through ORFA is considered a strong asset;
- Safe Ice Resurfacers Operator Course through ORFA is considered a strong asset;
- Previous Ice Resurfacers experience is 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 Record 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 a satisfactory 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: _____