

POSITION TITLE: **Arena Operator**

REPORTS TO: Recreation Facility Manager

Under the direction of the Parks and Recreation Manager, or his/her delegate, maintains the ice surface, maintains and cleans recreation facilities, and operates related equipment.

Position Summary:

1. Supervise public use of recreation facility;
2. Make ice surface and maintain ice including flooding, operating ice conditioning machines, ice painting and maintenance;
3. Perform facility maintenance including janitorial and minor repairs;
4. Operate equipment including, but not limited to, ice making, janitorial, parks and building maintenance;
5. Set up and take down for various activities held in the recreation facility;
6. Assist in supervision and training of support staff;
7. Enforce all rules and regulations regarding public health and safety;
8. Ensure buildings and facilities are vacant and secure at end of day;
9. Assist with maintaining playgrounds, parks and playing fields, including, but not limited to, weeding, mowing grass, litter pickup, pruning, fertilizing, etc., as required;
10. Perform heavy manual duties, including, but not limited to, snow removal, moving tables, chairs, etc.;
11. Identify hazards and perform corrective measures, and/or report hazards to supervisor;
12. Maintain records and information, as required;
13. Shift work is required, including weekends;
14. Other related duties, as required.

Minimum Qualifications:

1. WHMIS
2. Standard First Aid/CPR with AED
3. Arena Operator 1 (Preferred)



Box 30, Beaverlodge, AB T0H 0C0

Phone: 780.354.2201

Fax: 780.354.2207

Knowledge, Skills and Abilities:

1. Demonstrated ability to operate related equipment safely and efficiently;
2. Good physical condition and able to perform heavy manual labor;
3. Ability to work independently and to accomplish tasks and assignments;
4. Ability to deal effectively with co-workers and the public;
5. Good written and oral communication skills;

The above statement is a general description of the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Resumes will be accepted until a suitable candidate is found.

Submit current resume and cover letter to the Attention of:

Human Resources

Town of Beaverlodge

Box 30

Beaverlodge, AB T0H 0C0

HR@beaverlodge.ca