



Box 30, 400 - 10th Street
Beaverlodge, AB T0H 0C0

POSITION TITLE: **Arena Operator**

REPORTS TO: Parks & Recreation 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. Standard First Aid/CPR with AED
2. Arena Operator 1 (Preferred)

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.



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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.

Starting wage will reflect experience and qualifications, ranging from \$24.82 - \$29.29.

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