



## Position Synopsis and Purpose

Under the supervision of the Manager of Recreation and Facilities, the Facility Operator performs duties related to the day-to-day operation and maintenance of recreational facilities, including, but not limited to the arena, community centre, fire hall, parks, gardens, grounds and playfields. This position works in a team environment alongside other operators, seasonal staff and contractors to ensure proper operation and maintenance of the above facilities.



## Responsibilities

- Provide minor construction, repair, security and maintenance services for municipal property and facilities in accordance with provincial legislation and Council policy and direction.
- Monitor various mechanical systems including HVAC, boilers and refrigeration equipment and complete required logs and paperwork.
- Maintain ice surface, perform plant readings, use and maintain ice-resurfacer. Complete logs and documentation.
- Assists the Community groups to set-up, conduct events and break-down municipal facilities for municipal events and for public rentals.
- Liaise with public regarding municipal facilities operations.
- Maintain regular contact with Manager to identify and resolve issues, respond to public complaints and concerns, and provide background information on complaints and emerging issues; attend staff and training meetings as directed.
- Work to promote energy efficiency, controlling utility and facility operating costs, and communicate risk management issues to the Manager for municipal property and facilities.
- Maintain security of buildings, doors and alarms for all municipal property and facilities.
- Provide assistance to the public on the use of municipal facilities.
- Identify expenses for authorization by the Manager of Recreation and Facilities.
- Assist in the creation and maintenance of emergency reception centres, as necessary.
- Act as the Overall Responsible Operator, when authorized by the Manager.
- Assist, including independent contractors, suppliers and facilities service providers, as directed by the Manager of Recreation and Facilities.

- Maintain safety standards as they relate to both the public and fellow employees. Adherence to and understanding of current and new applicable legislated requirements including WHMIS and OHS.
- Understand the Municipality's Health & Safety policies and procedures.
- Participate in regular performance reviews with the Manager and identify personal and professional training and development needs.
- Perform other duties as assigned.

*This job description is intended to relay information that describes the general responsibilities, tasks and processes involved in performing the duties of this job in each of the respective departments. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual.*

\*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



## Preferred Qualifications

### Education (degree/diploma/certifications)

- Completion of Secondary School, preferably with a background in trades and occupations.
- Basic Refrigeration Certificate and Certified Ice Technician (CIT) through the Ontario Recreational Facilities Association and Certified Building Technician (C.B.T.)

### Experience

- 2-3 years of progressive experience in recreation, facility and/or park operations, including maintenance and repair experience or related experience considered an asset.

### Knowledge/Skill/Ability

- A working knowledge of basic building construction and maintenance, including electrical, plumbing, HVAC and basic refrigeration.
- Effective written and oral communication skills, as well as experience in reading, listening and following directions
- Completing mathematical calculations for working with equipment and materials.
- Ability to read operating manuals, schedules and construction plans.
- Training in the safe and effective operation and care of tools, equipment, machinery and other resources of the Parks and Recreation Department, including tractor, mower, line trimmer, floor scrubbers, pickup truck, ice re-surfacer, compressors and hand tools.
- Ability to deal with the public with diplomacy and tact.
- Knowledge of liquor licensing provisions, including Smart Serve certification.
- Ability to follow through with assigned tasks, to ask questions and ensure that the tasks are completed in an effective, timely and efficient manner, based on policy or

supervisory direction.

- Following procedures, policies and other documentation required to effectively deliver the Municipality's facilities programs.
- Ability to regularly lift more than 25 kg.

### **Other Requirements**

- Must have a keen interest in working in a team environment.
- Must have excellent internal and external customer service abilities.
- Experience with maintaining buildings, parks, playfield maintenance
- Must be physically capable of carrying out the essential duties of the job.
- Maintains a valid Class G license (Driver's Abstract required).
- Vulnerable Sector Check (Successful VSC)

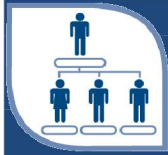


### **Work Setting**

#### **Work Conditions**

- Driving municipal vehicle and equipment or performing manual work in an open outside environment in all types of weather, on an as needed basis, with occasional periods in an inside setting.
- Attend staff and training meetings as required.
- Ability to work rotating shifts on nights and weekends.
- Occasionally working with two or three functions simultaneously, some with large groups in the hundreds.

*The Municipality of North Middlesex is an Equal Opportunity Employer. Accommodation will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of candidate selection.*



## Position Classification

<b>Position Title</b>	<p><b>Facility Operator 1:</b> (both C.I.T. and C.G.T. or C.B.T) Employee who has successfully obtained both their C.I.T. (Certified Ice Technician) and C.G.T or C.B.T. (Certified Grounds Technician or Certified Building Technician) certifications and other duties as assigned.</p> <p><b>Facility Operator 2:</b> (either C.I.T. or C.G.T.) Employee who has successfully obtained either one of the C.I.T. (Certified Ice Technician) or C.G.T. (Certified Grounds Technician) certifications and other duties as assigned.</p> <p><b>Facility Operator 3:</b> (neither C.I.T. nor C.G.T.) Employee who has neither the C.I.T. (Certified Ice Technician) nor the C.G.T. (Certified Grounds Technician); basic knowledge and understanding of the Refrigeration System, Turf Equipment, G-Licence, Ice Re-Surfacer and other duties as assigned.</p>
<b>Division</b>	Community Services
<b>Department</b>	Parks and Recreation
<b>Classification</b>	Union
<b>Reports to (Direct)</b>	Manager of Recreation and Facilities
<b>Hours per Week</b>	40
<b>Effective Date</b>	July, 2024
<b>Revision Date</b>	