

JOB DESCRIPTION

POSITION TITLE: Facility Operator - Part Time/Seasonal

PURPOSE OF POSITION:

To assist the Supervisor of Recreation, Parks & Facilities in providing for the operational and maintenance service requirements of the Township arena, parks and other related recreational facilities.

MOJOR RESPONSIBILITIES:

- To assist with the management and operation of the West Lincoln Arena including maintenance scheduling and equipment replacement, applying rental fees and rates, liaison with user groups and marketing/promotional activities.
- To assist with the management and operation of the Township's parks and related recreational facilities including maintenance scheduling and equipment replacement, applying rental fees and rates, liaison with user groups and marketing/promotional activities.
- To assist in ensuring that all recreation equipment and vehicles are adequately maintained.
- To assist in responding to inquiries and complaints from elected officials and the public in a thorough and prompt manner.
- Ability to work constructively in a team environment and act independently as required, follow safe and appropriate practices and procedures and exercise sound judgment at all times.
- To assist in ensuring that the requirements of Provincial legislation and the Township's Occupational Health and Safety policies are applied to the Recreation/Arena function.
- To perform other related duties as required by the Recreation Coordinator.

QUALIFICATIONS:

- "G" Driver's License
- Grade 12 or equivalent
- Arena/parks job related experience
- Basic Refrigeration is an asset
- Because of the responsibilities of this position, applicants must be 16 years of age or older
- Able to work independently or in a group
- Must demonstrate good communication and public relations skills
- Ability to work with minimal supervision
- Possession of a valid Standard First Aid/CPR certification card is an asset