



## Town of Erin

### Parks & Recreation Department

#### Part Time Facility Attendant II

*(Job description and duties are currently under review)*

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**Department:** Parks & Recreation

**Position Title:** Part Time Facility Attendant II

**Reports To:** Parks & Recreation Officer

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#### **PURPOSE OF POSITION**

Under the direction of the Parks & Recreation Officer, the Facility Attendant II is responsible to perform the day-to-day general operations and maintenance of Recreation facilities. The delivery of programs and leisure activities to both residents and visitors while ensuring the building is clean and safely operated at all times.

#### **Major Responsibilities**

- Overseeing and supporting part-time facility maintenance staff and contractors when on-site
- Operate the ice resurfer and other specialized equipment, including ice edger, power tools, cleaning equipment, and various grounds equipment.
- Be responsible for opening and securing building(s) and follow lock up procedures.
- Maintaining an awareness of all scheduled activities and events; staff needs to ensure appropriate spaces are ready for use and maintenance supports are in place as needed
- Provide information regarding programs and facility rentals, assist in arranging room rentals, tours etc.
- Monitor user functions within the building to ensure that asset security and public safety is maintained and the rental booking is adhered to
- Assist with set-up and take down of various functions, programs and events
- Clean and maintain facility: sweep, wash and vacuum floors, wash windows and doors, clean washrooms and change rooms, empty garbage, etc.
- Complete administrative duties in a timely manner (e.g. log books and checklists, incident/accident reports,)
- Maintain building grounds, shovel snow, clear ice in winter, litter picking, etc.
- Proper use and storage of all required chemicals, cleaning materials and equipment on-site, in a safe manner including compliance with WHMIS procedures
- Work in compliance with the Occupational Health and Safety Act, applicable legislation, regulations, statutes, and departmental policies/procedures/practices and operational guidelines, and perform safe work practices
- Provide cash handling and supervision support for facility programs and rentals
- Performs other duties as assigned

#### **Position Requirements**

##### **Education**

- Completion of Grade 11 education
- Valid Ontario non-probationary Class "G" driver's license
- Valid First Aid, CPR & AED Certification.
- Propane Handling Certification an asset
- Smart Serve Certification an asset

### **Experience**

- 2 years practical experience in facility and arena maintenance
- Experience using ice resurfacers, edgers and various power and hand tools required
- Strong customer service, organization and decision making skills
- Experience operating parks equipment such as trucks, trailers, mowers, trimmers, ball groomer an asset
- ORFA Basic Refrigeration an asset
- Ability to work independently and as a member of a team

### **Job Skills**

- Ability to work independently and as a member of a team
- Ability to successfully complete Propane Certification training
- Basic computer skills using corporate-standard software and department, division or task specific software
- Sound skills in, customer service, communication and problem-solving to deal effectively and courteously in all aspects of the position
- Available for emergency, on-call, and after-hours response and to quickly access, take control and respond to emergency situations
- Available to work flexible hours including days, evenings, weekends, and holidays
- Submit or agree to a Vulnerable Sector Criminal Record Check
- Submit or agree to a driver's abstract/record

\*\* Various tests and/or exams may be administered as part of the selection criteria.

**Applications must be submitted to: [HR@Erin.ca](mailto:HR@Erin.ca) by 4:00pm on Monday, November 25<sup>th</sup>, 2019 to be considered.**

Hiring will be subject to the successful passing of a Criminal Reference check and verification of education and required certifications. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act

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