



Town of Erin
Infrastructure Services

Facility Operator (11 month contract)

Business Unit: Parks & Recreation
Position Title: Facility Operator (11 month contract)
Reports To: The Director of Infrastructure Services

PURPOSE OF POSITION

Under the direction of the Director of Infrastructure Services, the Facility General Operator 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. Some of the major responsibilities of this position include but are not limited to; Overseeing and supporting part-time facility maintenance staff and contractors when on-site, operate the Ice resurfacing, flooding and Ice maintenance equipment, responsible for opening/closing the recreation facilities, performing manual duties such as cleaning, basic repairs, litter picking, snow shoveling etc.

Position Requirements

Education

- Completion of Grade 12 education
- ORFA Recreation Facility Operators Designation an asset
- Basic Refrigeration an asset
- Certified Ice Technician asset
- Valid First Aid, CPR & AED Certification.
- Propane Handling Certification an asset

Experience

- **A valid class “G” license is required**
- 2 years practical experience in facility and arena maintenance
- Experience using ice resurfacer, edger 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

Job Skills

- Ability to work independently and as a member of a team
- Ability to successfully complete Propane Certification training
- Ability to successfully complete Basic Refrigeration 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.

Working Conditions and Environment

- The foregoing represents a reasonable statement of the requirements of this position
- Working 40 hours a week
- Availability to work weekends and evenings will be required

Applications must be submitted to: HR@Erin.ca. Position will remain open until filled.

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
