

JOB DESCRIPTION
Arena Worker I

DEPARTMENT: Community Services
REPORTS TO: Director of Community Services
PREPARED BY: Manager, Human Resources and Occupational Health & Safety
DATE PREPARED: August 24, 2010 **REVISED:** August 23, 2021

POSITION SUMMARY

Perform a variety of maintenance and operational functions such as building maintenance and janitorial, operating ice resurface machine, ice making, refrigeration plant operation as per Technical Safety British Columbia (TSBC) certification.

DUTIES AND FUNCTIONS

Program Development and Implementation

- Building operation, maintenance and janitorial
- Refrigeration plant operation as per TSBC certification
- Ice resurface operation
- Ice making
- Boilers and sprinkler system monitoring
- Enforcement of arena regulations and policies

Operations – Administration/Working Function

- Perform building maintenance: preventative maintenance, required equipment checks, plumbing repairs such as new drain faucets, electrical such as new switches, ballasts, carpentry such as replacing wood floors, painting, replacing hinges, latches
- Perform janitorial functions such as sweeping, mopping, cleaning washrooms, glass, seal and wax floors, remove garbage
- Operate and maintain ice resurface machine preventative maintenance, change blade, cloth, squeegee, broom and impeller, operate machine to finish ice surface, ensure ice painting, lines, circles, logos are correct, ensure correct ice thickness and ice edges
- Perform refrigeration plant operation as per TSBC certification
- Assign dressing rooms to users, open and close concession stand, security check of building prior to closing, provide list of needed supplies and parts, ensure arena policies and regulations are adhered to such as use of foul language, drinking in stands, horseplay

Customer Service/Communications

- Provide high levels of customer service as the first contact to arena users, members of the public, handle enquiries and provide information and direction

Risk Management/Health and Safety

- Practice effective risk management, health and safety practices and procedures observing and reporting work site hazards
- Ensure proper daily inspection of facility, including documentation
- Deal with security issues

Leadership and Supervisory

- Participate as a team member ensuring high performance and service in the arena
- Supervise special events and clean-up functions

May be required to perform additional duties as assigned by supervisor

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Develop and maintain effective workplace relationships
- Demonstrate Tact and Diplomacy
- Plan and organize daily work
- Make effective decisions
- Maintain professional and technical requirements for the position
- Ability to work independently, as required.

QUALIFICATIONS, EDUCATION AND TRAINING

- Education:
 - High School Graduation
- Certification:
 - Valid Class 5 BC Drivers License, Refrigeration Safety Awareness, Ice Facility Operator Certification or Power Engineering Class 5 with refrigeration
- Safety Certification and Other Licenses:
 - Level I First Aid
 - WHMIS
- Desirable Certification and Training:
 - CPR, Defibrillation
 - Ice making certificate
- Experience:
 - 2 years civic Building Maintenance or maintenance or an equivalent of education, training and experience
- Lesser qualified applicants may be considered if they have a demonstrated and proven combination of relevant training and experience.



JOB DESCRIPTION

Date Prepared: August 23, 2010
Supersedes: N/A
Job Title: Parks Personnel I
Reports to: Director of Works and Operations

Position Summary:

Perform a variety of labour and maintenance functions for Town parks and boulevards and assist in other Works and Operations areas.

Key Job Duties

Program Development and Implementation

- Parks landscaping, grounds and facility inspection, maintenance and repair
- Equipment pre-trip inspection, operation, maintenance and minor repairs
- Garbage and clean-up
- Brush and fallen tree removal and trail maintenance
- Irrigation maintenance and repairs

Operations- Administration/Working Function

- Provide landscaping, installation, and maintenance functions for Town parks, walkways and irrigation systems such as: mowing, weed eating, spreading top soil, sprinkler repairs and maintenance, replacing broken sprinkler valves, heads, nozzles, and pipe; order replacement parts; pull trees, shrubs, dig and fill holes,
- Perform landscape functions such as: designing flower beds, assessing landscaping requirements, tilling, planting, fertilizing, watering, weeding, deadheading, pruning, topsoil fill
- Building maintenance and repairs: painting of bleachers, fences, dugouts, picnic tables, plumbing such as reconnecting winterized pipes, water shut off replacements, carpentry repairs such as bleachers, benches, picnic tables, stairs, electrical switches, light changing, ordering irrigation supplies, replace toilet seats and dispensers; place bike stands, move signs
- Provide maintenance functions such as: garbage pickup; clean roads, sidewalks and Parks of garbage, sand and gravel, sidewalk blowing; assist vacuum truck operator in gravel removal from shrubs; clean and organize parks storage shed; vandalism clean-up; paint sign posts, garbage cans, benches, fire hydrants, parks buildings; repair chain link fences; operate dump truck in delivery of firewood; respond to service requests such as removing glass on roadways, repairing resident's lawns damaged by Town equipment
- Operate equipment such as: tractor, mowers, leaf vacuum, water truck to water trees, shrubs, plants
- Maintain and clean equipment, grease, sharpen blades; perform vehicle inspections;
- Inventory parks supplies and hand equipment, make required purchases
- Perform parks inspections, develop deficiency list of needed maintenance and repairs, assess potential hazards

Customer Service/Communications

- Provide high levels of customer service as the first contact to members of the public
- Provide a variety of direction, problem solving and information to tourists, residents regarding parks usage

Risk Management Health and Safety

- Practice effective health and safety, security and risk management policies and procedures.
- Ensuring sidewalks, trails, and parks are safe, such as removing safety hazards in parks, trails, sidewalks, main street

Leadership and Supervisory

- Participate as a team member ensuring high performance and service in the Works and Operations work areas

Financial

- N/A

Qualifications:

- Education:
 - High School Graduation
- Certification:
 - Valid Class 5 BC Drivers License
- Safety Certification and Other Licenses:
 - Level 1 First Aid, WHMIS.
- Desirable Certification and Training:
 - Chainsaw Safety
- Experience:
 - 1 year landscaping or grounds keeping or an equivalent combination of education, training and experience

Skills:

- Develop and maintain effective workplace relationships
- Demonstrate Tact & Diplomacy
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisos:

- Maintain professional and technical requirements for the position
- May be required to perform additional related duties as assigned by supervisor

SIGNATURE:



Chief Administrative Officer