



Position Description: Facility Operator

Job Summary:

Under the supervision of the Manager of Parks and Facilities, the Facilities Operator is responsible for the safe operation and maintenance of all Municipal Facilities, Parks and Arenas and the components of those facilities including ice-making, refrigeration equipment and building components. This position requires good customer service and user group communication while overseeing arena, ballpark and Community Centre rentals and ensures each facility is maintained and utilized in a safe manner.

Main Responsibilities:

- Accountable for maintaining high quality ice through regular testing and ice maintenance procedures
- Responsible for ensuring ice-making equipment is maintained in accordance with technical specifications and preventative maintenance procedures
- Responsible for taking regular and scheduled refrigeration equipment readings and logging them accordingly
- Responsible for the safe operation of all arena and grounds keeping equipment including ice resurfaces, floor cleaners, lawn tractors and mowers, weed eaters, snow blowers, Township trucks with or without snowplow
- Responsible for coordinating dressing rooms for user groups and ensuring the cleanliness of each dressing room mopping, removing waste and debris, cleaning showers, etc.)
- Ensure all garbage and recycle bins are emptied on a regular basis
- Clean, stock and maintain public restrooms
- Responsible for ensuring interior lobby and hallways are clean, dry and free of debris and clutter
- Ensure exterior sidewalks, walkways, parking lots and emergency exits are clean, clear, and free of any hazards (ice, snow, debris, etc.)
- Accept and schedule bookings and receive payment for ice, hall, and ballpark rentals
- Responsible for Township parks and property landscaping, grass cutting and park land maintenance, including trimming or cutting trees and shrubs, waste removal and general clean up
- Responsible for maintenance and cleaning of Municipal buildings
- Perform other related duties as required



The Corporation of the Township of Hamilton

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Supervision:

Direct-N/A

Indirect-Arena Attendants and Students

Education and Experience Required:

- Grade 12 or Equivalent
- Minimum of 1-year related experience within an arena environment is required
- Basic Refrigeration is required or must obtain with 1-year of hire
- Certified Ice Technician [CIT] certification is preferred and must maintain certification while employed in this position
- Current First Aid and CPR certification is required

Other Requirements:

- Previous experience operating arena related equipment including ice resurfacers, truck with a plow, floor cleaner, lawn tractor and mower, snow blower, etc. is required
- Basic working knowledge of MS office software and email and internet applications
- Strong customer service skills and problem-solving abilities
- Demonstrated knowledge of minor repairs such as basic carpentry, plumbing, painting, and electrical
- Knowledge of workplace safety requirements and procedures

Working Conditions:

- The position will be required to work nights, evenings, and weekends
- Working with the public and user groups during public events
- Seasonal outdoor work

Position Review Information

Updated By: Trevor Clapperton **Date:** 9/1/2022

Approved by CAO: **Date:**