



## EMPLOYMENT OPPORTUNITY

The Town of Pelham Recreation, Culture and Wellness Department is now accepting applications for the following position:

### **Facilities Operator**

Reporting to the Supervisor of Recreational Programs and Facilities, the Facilities Operator is responsible for maintaining and operating the Meridian Community Centre, Old Pelham Town Hall, sports fields and the pool in order to provide a safe, clean environment, compliant with current legislation and expectations of user groups and Town residents.

#### **Duties Include:**

- Operation and maintenance of arena surfaces, equipment and refrigeration
- Data recording of propane logs, cleaning checklists, circle checks, ice maintenance log, cleaning supplies, and opening and closing logs.
- Ice resurfacers maintenance – changing of blades, towel, board brush, etc.
- Facility common areas: janitorial services in washrooms and change rooms including mopping, drying, sanitizing, replacing supplies, etc.
- Set ups and tear down of gyms, multipurpose rooms, events and tournaments
- Customer service: crowd control, deescalate unruly or angry visitors; provide basic first aid when necessary, keep rental schedules on time; lead emergency evacuation procedures if necessary
- Responsible for the facility operation, supervising the facility attendants and customer service staff in the absence of the Senior Operator and Supervisor
- Parks: grass and turf maintenance; lining sports fields/diamonds, litter pick up and trash removal; washroom maintenance, equipment maintenance and servicing
- Pool Facility: inspect, monitor and adjust all outdoor pool equipment. Maintain pool by cleaning, painting, vacuuming, shocking and chlorinating. Check and repair operating components and record data. Must have comprehensive knowledge of pool chemicals and usage
- Proper handling of dangerous chemicals including ammonia, commercial-strength cleaning agents
- Other duties as assigned

#### **The successful candidate will possess the following:**

- High school diploma, or equivalent

- Certified Ice Technician (CIT)
- Certified Aquatics Technician (CAT)
- Safe Arena Refrigeration Plant Operator (SARPO)
- 3 years' experience with arena and ice maintenance and all associated equipment
- Must be able to work days/evenings/weekends and some holidays
- CPR/First Aid certification
- Valid Class G driver's license

Salary: \$63,166 - \$73,895 (40 hours per week).

Resumes must be submitted directly to Brianna Langohr, Human Resources/Health and Safety Coordinator at [hr@pelham.ca](mailto:hr@pelham.ca) by 9:00 am on **Monday, September 26, 2022.**

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 345. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted.

In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.