

## **POSITION SUMMARY**

Reporting to the Facilities Foreman, the Arena Operator is directly responsible for operating equipment and performing duties that involve the maintenance and operation of the recreational facilities and other facilities owned and operated by the Town of Vegreville. The ideal candidate for this position is dedicated to maintaining and improving our community.

## **DUTIES & RESPONSIBILITIES**

- Performs routine maintenance on any equipment that the employee is responsible for operating.
- Maintains accurate records as requested.
- Performs work required to maintain and enhance all facility or recreational equipment owned by the Town of Vegreville.
- Identify policies and procedures that may enhance the Recreation Department.
- Required to use personal protective equipment to prevent exposure to hazardous materials and noise levels.
- The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- Must be willing to work shift work, overtime and weekends as needed.
- Provide requested services at any time in an emergency.
- Assumes duties as assigned by the Facilities Foreman.

## **QUALIFICATIONS & KEY COMPETENCIES**

- Strong interpersonal and public relations skills.
- Must have completed a minimum of Grade 12 education or equivalency (GED).
- Experience working in recreation facilities including arena operations is an asset.
- One-year direct experience in the operation of medium type mobile equipment.
- Equivalent combination of education and experience will be considered.
- Capable of working with minimum supervision and self-motivated.
- Physically capable of performing work assigned.
- Must have comprehensive knowledge of Safety Standards and adhere to standards at all times.

- Requires valid certification in:
  - Class 5 Driver's Licence
  - Standard First Aid
  - o Cardiopulmonary Resuscitation
- Must complete the following certifications within 24 months of employment:
  - Arena Operator Level I (AARFP)
  - Arena Maintenance Zamboni (AARFP)
  - Building Maintenance Level I (AARFP)
  - Custodial Care (AARFP)
  - Parks and Sports Fields Operator Level I (AARFP)
  - Self-Contained Breathing Apparatus Training

Application will remain open until suitable candidate is found. To apply, email your resume and cover letter to employment@vegreville.com.

Thank you to all that apply. Only those selected for an interview will be contacted.