

Township of Selwyn		
Job Description		
Position:	Facilities Operator (Part-Time) Winter	Page: 1 of 2
Reports To:	Recreation Facilities Supervisor or Full-Time Facilities Operator On Duty	Date: February 2025
This Job Description is: _____ New ____ Existing <u> X </u> Revised ____ Rescinded		

Job Summary:

To operate and maintain equipment and perform general maintenance functions within the Township's park and recreation facilities.

Duties and Responsibilities:

1. Monitors and logs the operation of the refrigeration plant and maintains the ice to the standards set forth in the Recreation Policies and Procedures.
2. Operates equipment to facilitate all aspects of ice and park maintenance.
3. Ensures the efficient operation of the facility during their shift including communicating with the general public and the assigning of dressing rooms.
4. Responsible for the set-up and operation of facilities for functions, reception and event rentals.
5. Provides general and custodial maintenance within and surrounding the facility and completes all entries to the maintenance and incident logbook.
6. Records rental inquiries, collects rental revenues and issues receipts to user groups, and rents open ice.
7. Records and communicates to the Recreation Facilities Supervisor any incidents or situations that may affect the safe and efficient operation of the facilities.
8. Responsible to immediately advise the staff person on call of emergency situations or equipment breakdowns.
9. Ensures public safety at all times by following safety procedures and eliminating hazards.
10. Perform seasonal property maintenance in parks and other Township properties as required.
11. Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health & Safety Policy.

Supervision:

This position may require the incumbent to provide guidance to casual staff.

Contacts:

- Internal:** With the Manager of Recreation Services, Recreation Facilities Supervisor and co-workers for the purpose of obtaining and sharing information to complete work assignments.
- External:** With the Facility patrons and general public to provide information, ensuring polite and tactful relations.

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Working Conditions:

Frequent exposure to hazardous materials and operating equipment.

Requires good physical condition with the ability to handle physical efforts and exertion including heavy lifting.

Working in inclement and changing weather conditions.

This position may require the employee to work weekends, early morning and or late evening hours to accommodate user groups.

Job Knowledge:

Grade 12 education or equivalent. Basic Refrigeration Certificate or ORFA Certified Ice Technician (C.I.T.) preferred.

Requires a valid class "G" drivers licence and propane handling certification.

Key Competencies:

- Adaptability/Flexibility
- Communication
- Customer Focus
- Initiative
- Interpersonal Skills
- Job Knowledge
- Team Work and Cooperation