



# Job Opportunity

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<b>Position:</b>	Full Time Facilities Attendant with Refrigeration Operator Class "B" or 4 <sup>th</sup> Class Operating Engineer Certification
<b>Department:</b>	Memorial Sports Centre
<b>Commencing:</b>	Fall 2020
<b>Rate of Pay:</b>	\$26.96 per hour (one ticket rate) \$27.67 per hour (two ticket rate) \$28.39 per hour (three ticket rate)
<b>Deadline:</b>	Friday November 20, 2020 at 4:30 PM
<b>Job Description:</b>	Enclosed

**Please note that a Class "B" Refrigeration Operator or minimum 4<sup>th</sup> Class Operating Engineer Certification is a required qualification for this position.**

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For more information, please contact Ray Calder, Facilities Superintendent, at 274-4561.

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## Position Description

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<b>Position Title:</b>	Facilities Attendant – Full Time
<b>General Supervisor:</b>	Facilities Superintendent
<b>Employee Group:</b>	CUPE and its Local 65

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### **Position Summary**

- Working 40 hours per week on a year-round basis, this position is responsible for assisting with the daily operation, maintenance, and cleaning of the Memorial Sports Centre, as well as providing quality services to the public.

### **Direction Received**

- Reports to the Facilities Superintendent

### **Direction of Others**

- Provides functional direction to student arena attendants.

### **Revenue, Asset and Expenditure Scope**

- Not applicable

### **General Responsibilities**

- Prepares and maintains ice surfaces
- Operates and maintains ice maintenance equipment and tools
- Aids in the start-up and shut-down of refrigeration plant
- Performs custodial work related to all aspects of the Memorial Sports Centre activities and functions
- Follows provincial statutes and procedures in the operation of pressure boilers, refrigeration units and swimming pool filtration equipment as well as health and safety regulations in the operation of a public facility
- Maintains logs and reports for the refrigeration units, swimming pool or others that are required, records deficiencies and any unusual conditions
- Assists in the training of employees as required by the Facilities Superintendent
- Provides good public relations in responding to queries about schedules, day-to-day cleanliness, and general maintenance of the facilities
- Maintains grounds at the Memorial Sports Centre, including lawn care; watering; cleaning; parking lot; and skateboard park
- Assists with day-to-day maintenance of the facility

- Performs seasonal maintenance and minor repairs to the buildings, fixtures and grounds
- Provides set-up (e.g. tables, chairs, & stage) for activities at the Memorial Sports Centre and other recreational facilities
- Works with student attendants and provides direction, guidance, and oversight to ensure that students are completing required tasks
- Ensures adherence to occupational health and safety policies, procedures, and requirements
- Performs other duties as assigned

### **Education and Qualifications**

#### **Required:**

- Valid Refrigeration Operator Class “B” or minimum 4<sup>th</sup> Class Operating Engineer Certification
- Ontario Secondary School Diploma (or equivalent)
- Valid Class G2 Ontario Driver’s license (or equivalent)
- Demonstrated experience with equipment operation and equipment maintenance
- Ability to organize and complete work assignments in a timely manner
- Ability to work effectively under minimal supervision
- Strong interpersonal and communication skills

#### **Effort**

- Preparation of reports and operator checks require continuous concentration for moderate to long periods of time.
- There are frequent interruptions from facility users and the public.
- Duties require regular muscular exertion and strain as well as sensory exertion for long periods of time.

### **Working Conditions**

- Works a 40-hour workweek scheduled as per the Collective Agreement
- Up to 75% of a typical workday is spent indoors, partially in an office setting, and primarily in an open arena and swimming pool setting
- The incumbent is required to work at heights which may exceed 20 feet
- This position may expose the incumbent to risks, which include: chemical substances, flames, electric shock, fumes, wetness, and exposure to extreme temperatures for extended periods of time

### **Conditions of Employment**

- The incumbent is required to provide a Vulnerable Sector Check (LE 220)
- The incumbent must successfully complete the Certified Ice Technician (CIT) qualification from the Ontario Recreation Facilities Association Inc. within a reasonable time frame upon commencement of employment