

INTERNAL / EXTERNAL POSTING
LEISURE SERVICES – CASUAL
FACILITY ATTENDANT/ARENA OPERATOR LEVEL 1

Applications are now being accepted for the above position. Arena operators are responsible for the general care and maintenance of the arenas such as ensuring the ice rinks are in top condition and ready for all the various patrons and groups that may use the facilities.

Note: Casual positions do not guarantee hours.

Duties and Responsibilities:

- Install arena ice.
- Complete ice monitoring and maintenance to ensure quality ice and safety of patrons.
- Operate the Zamboni.
- Monitor Building Control Systems and adjust as necessary for occupant comfort.
- Schedule dressing room use to maximize facility space based on user group request
- Complete general caretaking, janitorial and cleaning duties required to maintain a high standard of cleanliness through the facilities.
- Clear and concise record keeping including but not limited to equipment, completion of maintenance duties and patron use.
- Snow clearing of sidewalks, entrances and emergency exits.
- Ability to respond to emergency situations if required
- Work safely by following safe work practices and procedures as per the Occupational Health and Safety Regulations and City of North Battleford Safety Program.
- Maintain positive working relationships with user groups, visitors and other City employees.
- Complete minor building repairs and preventative maintenance task as needed
- Supervision of patrons and visitors at Facilities.
- Provide support at any facility as directed and all other related duties as assigned.

Qualifications:

- Grade 12 or equivalent deemed acceptable by the City
- Exemplary attendance and punctuality is a must
- Must be willing to work evenings and weekends.
- Must obtain an Arena Operator's Certificate within one year of hire
- Knowledge of ice maintenance and janitorial work an asset
- Carpentry and other handyman skills an asset
- Experience with equipment operation is required
- Must be physically able to complete job duties
- Must be service oriented and able to establish good public relations with patrons and user groups
- Valid Saskatchewan Driver's License

Salary and Benefits:

- Per CUPE Agreement:
 - Facility Attendant Rate: \$14.14 per hour
 - Arena Operator: \$20.50 per hour

Commencement: As soon as possible

Detailed resume or completed City employment application form, including references, to be submitted to:
Department of Human Resources, City Hall, Fax: (306)445-0411, Email: hr@cityofnb.ca

The City wishes to thank all applicants, however, only those selected for an interview will be contacted.