

RECREATION FACILITIES STUDENT OPERATOR

Department:	Recreation
Reports To:	Recreation Facilities Supervisor
Supervises:	Not Responsible for Supervisor of Staff
Review Date:	August 2023

SUMMARY OF POSITION

Under the directions of the Recreation Facilities Supervisor, the Recreation Facilities Student Operator will perform the day-to-day operations and preventative maintenance of the recreational buildings and outdoor recreation locations which consists of the operations and maintenance associated with the Maitland Recreation Centre, Goderich Memorial Arena, Bannister Park, Victoria Park and Columbus Park and related special events.

FUNCTIONAL RESPONSIBILITIES

- ❖ Assists with general maintenance to recreation facilities, and community outdoor recreation locations, including, grass cutting, line painting at sports fields, litter, debris and garbage pick-up, and facility cleaning to meet various user needs.
- ❖ Assists with pre-flooding and post-flooding duties.
- ❖ Assists with maintaining a safe and tidy work environment.
- ❖ Reports all concerns, accidents, and incidents to immediate supervisor for follow up and appropriate action.
- ❖ Assists with minor repairs of facilities at Maitland Recreation Centre, Goderich Memorial Arena, and sport recreation fields.
- ❖ Assists with the removal of snow and ice from all entrance and fire exits and shovels and applies ice management products as required on walkways.
- ❖ Assists facilities set up and tear downs at Maitland Recreation Centre, Goderich Memorial Arena, Bannister Park, Columbus Park, and Victoria Park for related special events.
- ❖ Adheres to Town and Departmental policies, procedures, and programs. Contributes to the completion of department goals and objectives.
- ❖ Assists in the maintaining a positive team environment by working cooperatively with other staff, using the appropriate processes for handling problems, helping to motivate and encourage peers, contributing ideas, and assisting others where necessary.
- ❖ Performs other related duties as assigned.

POLICY/PROCEDURE

- ❖ Not responsible for policy/procedure management.

STRATEGIC MANAGEMENT

- ❖ Not responsible for strategic management.

EDUCATION AND QUALIFICATIONS.

- ❖ Grade 11 education preferred.
- ❖ Working At Heights Training Certificate.
- ❖ Workplace Hazardous Materials Information System (WHMIS) Training Certificate.
- ❖ First Aid/CPR & AED Certificate.
- ❖ Possess a valid Ontario "G" Driver's Licence in good standing considered an asset.
- ❖ Clean Vulnerable Sector Check (VSC) may be required.

KNOWLEDGE AND SKILLS

- ❖ Knowledge of facilities operations, the Occupational Health & Safety Act, and other applicable facilities and safety-related legislation, regulations, and guidelines considered an asset.
- ❖ Interpersonal, communication (written and oral), problem-solving, and conflict resolution skills
- ❖ Organizational and time management skills with an ability to complete a high volume of work with accuracy and flexibility to changing priorities.
- ❖ Basic computer skills considered an asset.
- ❖ Manual dexterity required to operate tools and equipment.
- ❖ Ability to work effectively and safely in a variety of environmental conditions.
- ❖ Ability to perform physical work (lifting (up to 50 lbs), sitting, walking, standing, bending, pushing, pulling, reaching, carrying),
- ❖ Ability to multi-task in a busy/high paced work environment and will be exposed to environment noise.
- ❖ Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature.
- ❖ Ability to think and act strategically and appropriately in a political and community service environment.
- ❖ Ability to work independently with minimal supervision and in a team environment.

PERSONAL CONTACTS

Communicates with internal and external individuals.

- ❖ Internally, this includes:
 - CAO, Senior Leadership Team Directors and Managers, municipal employees, and members of Council.
- ❖ Externally, this includes:
 - The public.

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HEALTH AND SAFETY

- ❖ Ensure that Occupational Health & Safety Act, the Town of Goderich Health and Safety Program, and other provincial legislation and regulations are strictly observed and followed.
- ❖ The Town will provide the necessary safety equipment for this position.

WORKING CONDITIONS

Work occurs in an indoor/outdoor environment in all weather conditions with regular public contact. This position requires periods of standing, sitting and walking as well as consistent physical exertion, visual and mental concentration. Hours are usually outside of school operating hours and are based on operational needs, within the core operating hours of 5 AM – 11 PM, Monday through Sunday. No overtime required. Work involves exposure to dangerous/hazardous materials and environment. Occasional exposure to unpleasant or irate people.

NOTE TO READER: This job description is intended to relay information that describes the general responsibilities, tasks and processes involved in performing the duties of this job. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual. The information provided will indicate the general skills, effort, responsibility, and working conditions expected in the role.