



Employment Opportunity

Position: Full Time Facilities Attendant

Department: Memorial Sports Centre

Commencing: As soon as possible

Rate of Pay: \$27.83 per hour (base rate)
\$28.60 per hour (one ticket rate)
\$29.35 per hour (two ticket rate)
\$30.12 per hour (three ticket rate)

Deadline: Open until filled

Job Description: Enclosed

Please apply by submitting a completed application form and email to jobs@fortfrances.ca with the subject line: Facilities Attendant

Please note that at present, we are only accepting external job applications by email or by fax at (807)-274-8479.

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



Position Description

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

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:

- 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
- Valid Refrigeration Operator Class "B" or 4th Class Operating Engineer Certification

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.