



## MUNICIPALITY OF CROWSNEST PASS

### JOB DESCRIPTION

#### ARENA OPERATOR

POSITION TITLE:	ARENA OPERATOR
REPORTS TO:	COMMUNITY SERVICES FOREMAN
REVISION DATE:	

#### POSITION SUMMARY

The Arena Operator position is directly responsible to the Community Services Foreman. The Recreation Facilities Operator is directly involved in the day-to-day operation, maintenance, and development of the Municipality of Crowsnest Pass Recreation Facilities, Parks, Sportfields, Green spaces, affiliated facilities and related equipment.

#### *Job Requirement*

1. Shall be directly involved in the daily maintenance and operation of all Community Services Department affiliated facilities and programs as governed by the Municipality of Crowsnest Pass. These include but may not be limited to:
  - ▶ Arenas
  - ▶ Sportfields
  - ▶ Parks and Greenspaces
  - ▶ Culture Facilities
  - ▶ Cooperation with Pool and Ski Hill Society
  - ▶ May include Halls/Senior Centers
2. Shall assist in the development, maintenance, and implementation of a comprehensive facilities and equipment preventative maintenance program.
3. The Arena Operator shall display an ability to follow instructions from his/her supervisor.
4. Shall ensure the use of safe and proper working practices and proper care of tools, equipment, and buildings.
5. Shall ensure all recreation facilities meet the expectations of community and those renting Municipal facilities.
6. Subject to "call out" duties as required.
7. Ensure that all Safety Standards as described within the Occupational Health and Safety Manual and pursuant regulations are adhered to including the use of protective equipment and clothing. This will require a good working knowledge of the act and regulations.

**Job Requirement – cont'd**

8. Operates heavy equipment when required.
9. Perform related duties as assigned by the Community Services Foreman.

**Job Qualification Requirements**

1. High School Diploma or GED equivalent.
2. Valid Alberta Drivers License
3. Arena Operator 1 and 2 Certificates
4. Personality enabling positive public relations
5. A thorough knowledge of artificial ice making and maintenance and ice Refrigeration Plant operations.
6. A general knowledge of turf, tree, grass maintenance, and irrigation systems.
7. A general knowledge of Sportfield maintenance and development.
8. A general knowledge of building and grounds maintenance.

**Personal Attributes**

1. The Arena Operator shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness.
2. The Arena Operator shall be able to work as a member of a team and must get along well with others, including those of different cultural, gender and nationalities.
3. The Arena Operator shall possess good inter-personal skills and shall demonstrate acceptable public relations skills in dealing with the public.
4. The Arena Operator must often work alone or work with a minimum of supervision. He/she shall demonstrate decision-making skills and must work well under pressure and strict time lines.