



Facility Operator Casual Position Competition TOS2020-14

The Town of Strathmore is a vibrant and progressive community of 13,000 people, located on the Trans Canada Highway 40 km east of Calgary. The community offers all amenities that appeal to a wide range of lifestyles including first class educational and recreational facilities. The Town of Strathmore provides a range of services and programs that promote the well being of the Strathmore community, "*Where Quality is the Way of Life*". Striving to be a leader in municipal administration and operations, the Town has a strong and engaged team focused on delivering these services to the citizens of Strathmore.

Reporting to the Family Centre Manager, the Casual Facility Operator is stationed at the Family Centre Arena. The primary function of this position is the operation and maintenance of two ice rinks and all supporting infrastructure. This role will also include occasional event setups at the Civic Centre.

Key Responsibilities Include:

Arena Operation

- Safe operation and maintenance of Olympia ice resurfacers and edgers.
- Conducting all ice maintenance, depth checks, and arena inspections or repairs.
- Maintaining field of play for various ice sports (ex. hockey, ringette, skating).
- Operation of refrigeration plant.
- Ice installations and removals.
- Completing all logs and documentation as required by management.

Facility Janitorial

- All aspects of janitorial work at the Family Centre.
- Sweeping, mopping, operating auto-scrubbers, and safe handling of chemicals.
- Cleaning dressing rooms, washrooms, toilets, showers, common areas, windows, dusting, and collecting garbage and recycling.
- Ensuring stairs, walkways, and emergency exits are clear, clean and safe at all times.
- Collection and handling of all facility waste, including garbage and recycling.

Event Management

- Setting up for events by following detailed event setup instructions.
- Handling of tables, chairs, linens, dishes, and various event equipment.
- Operation and/or use of partition walls, lighting systems, and audio equipment.
- Ensuring event equipment functions properly for the customers prior to events.
- Assisting customers during events and ensuring requests are addressed.
- Providing direction to any supporting Building Services Workers when scheduled.

Facility Maintenance

- Painting, minor repair work, and troubleshooting facility issues.
- Snow and ice control including operating plow truck, snowblowers and sweepers.
- Operation of aerial work platforms, power and hand tools.

- Operation and minor maintenance of all HVAC, plumbing, electrical, and mechanical systems.

Competencies and Behaviours:

- Knowledge of various janitorial techniques.
- Ability to read, write, and professionally communicate with public and co-workers.
- Ability to function in a team atmosphere as well as independently.
- Computer use for inputting your timecards for payroll.
- Dealing with stressful and/or difficult situations (ex. schedules, breakdowns, etc.)
- Use of a full-face respirator for emergency response.

Working Conditions:

- This position requires the individual to work variable hours per week, mainly on weekend days/nights and could also include occasional weeknight hours, based on facility usage.
- This position will require standing, lifting & sitting for long periods, etc.
- Driving is a requirement of the position.
- This is a Safety Sensitive position.

Required Education & Experience:

- Minimum 18 years of age
- High School Diploma or equivalent
- Valid Alberta Class 5 driver's licence, including an acceptable Driver Abstract
- Consent to disclosure of a Criminal Record Check
- Preference will be given to those with the following:
 - Arena or recreation facility experience or other relevant work experience
 - Arena operator certification

Application:

Interested applicants should apply with a cover letter and resume outlining relevant experience and qualifications, quoting the competition number **TOS2020-14** to: careers@strathmore.ca

This position will remain open until a suitable candidate is found.

The Town of Strathmore thanks all applicants; however, only those selected for an interview will be contacted.

We are an equal opportunity employer and encourage applications from all qualified individuals. We are committed to providing a diverse and inclusive work environment where every employee feels valued and respected. We will consider accessibility accommodations to applicants upon request.

This posting is intended as a summary of the primary responsibilities and qualifications for this position. The job ad is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.