



Township of East Zorra-Tavistock

Job Description

Recreation Facility Operator

1. **Position Title:**

Recreation Facility Operator – Full time

2. **Date Approved/Revisions:**

July 2022

3. **Pay Grid:**

Grade 8 - based on 40 hours per week

4. **Reporting Relationships:**

Reports to:

- a. Parks and Recreation Operations Supervisor

5. **Purpose:**

Reporting to the Parks and Recreation Operations Supervisor, the Recreation Facility Operator is responsible for the safe and efficient day to day operations of the Township facilities. This would include the Tavistock arena, the Tavistock Memorial Hall and the Innerkip Community Centre and the Pavilions at Tavistock Queens Park, Innerkip Park and Hickson Parks, in order to provide the public and the user groups with a clean, safe area in which to participate in recreational activities. The Recreation Facility Operator will be responsible for monitoring maintenance and janitorial requirements as well as ice conditions and quality; and report any operational issues or repairs required to their direct supervisor.

6. Scope of Position:

- a. Work is varied and often in response to Council decisions in addition to the ongoing operations of the Township
- b. All work is performed according to Township policy or is rooted in legislation - the incumbent is expected to organize workflow and work independent of close supervision

7. Responsibilities:

- a. Tavistock Arena
 - i. Daily operations and maintenance, ensuring operation of ice making equipment and ice maintenance procedures
 - ii. Daily record keeping- daily cleaning and maintenance logbooks, inspections, and supply management
 - iii. Perform all janitorial duties
 - iv. Answers inquiries regarding services and directs public to proper administration for booking requests
 - v. Facilitates special events, works with community groups
 - vi. Emergency action plan procedures, fire alarm systems, etc.
- b. Halls/Pavilions
 - i. Daily operations and maintenance, ensuring safe operation of facility for renters
 - ii. Daily record keeping; daily cleaning and maintenance logbooks, inspections and supply management
 - iii. Perform all janitorial duties
 - iv. Answers inquiries regarding services and directs public to proper administration for booking requests
 - v. Facilitates special events, works with community groups emergency action plan procedures, fire alarm systems, etc.

- c. Parks, Playgrounds, Ball Diamonds
 - i. Ensures all outdoor facilities are well maintained in both an aesthetic and safe manner for the public
 - ii. Inspects outdoor playground equipment
 - iii. Ensures public washrooms are maintained and cleaned on a daily basis
 - iv. Ensures garbage cans are emptied on a regular basis and after rental events (picnics, reunions, ball tournaments)
 - v. Report any safety issues immediately to direct supervisor
- d. Other
 - i. Provides back up for other areas of Public Works as needed
 - ii. Completes special projects as assigned
 - iii. Other duties as assigned and consistent with the responsibilities set out in this job description

8. Working Conditions:

- a. Work is subject to shifting priorities
- b. Work is performed in full view of the public
- c. Ability to lift a minimum of 25 lbs
- d. A clean Criminal Record Check is required upon hire
- e. Some risk due to stress and verbal abuse when dealing with irate ratepayers/user groups who will not or cannot accept Township by-laws and regulations.
- f. Certain sense of urgency due to public service

9. Hours of Work:

- a. Forty (40) Hours per Week
- b. Normal hours would cover weekdays, evenings and weekends, with rotating shifts for optimal coverage.
- c. Attendance at occasional meetings outside of the normal working day may be required and time in lieu or overtime will be provided.

10. Working Relationships:

- a. With Parks and Recreation Operations Supervisor – Discusses plans and priorities, receives direction, leadership and guidance, recommends operational improvements.
- b. With Parks and Recreation Staff – general supervision, discusses plans and priorities
- c. With the Public – provides information and assistance; maintains a high level of tact and courtesy
- d. With Outside Contractors – co-operates with contracted out projects
- e. With Emergency Services – co-operates in Emergency responses

11. Knowledge and Skills:

- a. Familiarity with arena operations, health and safety regulations.
- b. Basic knowledge and experience with HVAC units, plumbing, mechanical, carpentry and electrical would be an asset
- c. Landscaping experience is considered an asset
- d. Proven customer service skills
- e. Strong decision making skills and ability to manage conflicting priorities
- f. Strong communication skills with an emphasis on customer service
- g. High level of initiative and independent judgement and ability to work as a key team member with minimal supervision
- h. JHSC certification is an asset, or willing to obtain.
- i. Current WHMIS, First Aid & CPR is an asset

12. Formal Education:

- a. Secondary School Grade 12 Diploma
- b. Certified Ice Technician is an asset
- c. Post-Secondary Education and Training in equipment operation, or practical

experience is an asset

- d. Willing to attend job related training as directed by the Township

13. Impact of Errors:

- a. Operational errors would result in costly delays due to equipment and project breakdown and could create safety and convenience risks – death, injury, liability and unfavourable public relations.
- b. Errors in giving information to the public could lead to inadvertent misleading of the public, poor public relations and embarrassment to staff, self and Council

14. Control:

- a. General supervision from the Parks and Recreation Operations Supervisor is based on Council policy and applicable legislation and standards.

15. Licences and Certifications

- a. Must hold a valid Class “G” Drivers Licence

16. Health & Safety

- a. Works safely and in conformity with the Township Health & Safety Policies, Procedures and Guidelines. Uses protective equipment as directed. Participates in Health & Safety training and education exercises.