



## **EMPLOYMENT OPPORTUNITY**

### **Community Services Department - Arena Attendant, Adult, Contract**

Under the direction of the Arena Manager, the Arena Attendant (Adult, Contract) will perform maintenance and facility operational duties of the Arena and Community Centre. Successful candidates will work rotating shifts, including daytime, weekends, evenings, and holidays, for a contract period of eight (8) months (September – April). The average work week is forty (40) hours at an hourly rate of \$30.02 per hour.

#### **Duties and Responsibilities:**

- Perform a range of maintenance, caretaking, and facility operational duties as required for the safe, effective, and efficient day-to-day operation of the Arena and Community Centre.
- Operate the Olympia, ice edger, tractor, scissor lift, walk-behind floor machines, floor scrubbers and regular pick-up vehicles, as necessary.
- Perform daily building inspections and associated logbook entries, including but not limited to air quality, refrigeration plant checks, Olympia circle checks, fire extinguishers, AED, sprinkler systems, fire alarm panels, equipment and appliances.
- Monitor and inspect ice surface, ice conditions and all other rink components.
- Perform ice maintenance and ice installation/removal.
- Provide excellent customer service to facility users and the public.
- Participate in special event operations and service delivery, as required.
- Assist with guidance and direction of part-time Arena Attendants and students.
- Performing additional related duties as requested

#### **Education, Skills, and Certifications:**

- Secondary School Diploma or equivalent.
- Qualifying experience in arena and recreation facilities operations, maintenance and associated equipment use.
- Certification in ORFA Basic Refrigeration; required or willing to obtain prior to start date (at candidate's expense).
- Any additional certifications in Equipment Operations, Refrigeration, or Ice Technology; considered an asset.
- Knowledge of/ability to operate an ice resurfer (i.e. Olympia) safely and effectively.
- Ability to understand verbal and written instructions to perform all assigned duties, including electronic documentation.
- Demonstrate the ability to work both independently and as part of a team, take initiative and have good communication skills.



- Ability to deal courteously and effectively with the public, staff, suppliers, contractors, and other departments and levels of government.
- Proven ability to work effectively in a fast-paced environment.
- Available to work flexible hours, including weekends, evenings, and holidays.
- Physically able to perform all activities in this area of work (i.e. lifting, climbing, and working above ground level on ladders, upright lifts, etc.).
- Valid 'G' Class Driver's License.

Qualified and interested candidates should submit an electronic resume and cover letter to Jamie Miller, Arena and Recreation Manager ([jmiller@uxbridge.ca](mailto:jmiller@uxbridge.ca)), specifying the role you are interested in. Applications will be accepted until **Friday, July 19, 2024, at 4:30pm**.

We thank all those who apply, however, only those candidates selected for an interview will be contacted.

*This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township COVID-19 Vaccination Policy. Successful candidates will be required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.*

*The Township of Uxbridge is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Township is committed to diversity, equity, and inclusion within its community and organization, and welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities. When requested, the Township of Uxbridge will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the Ontario Human Rights Code. These commitments also apply to our Board and Committee recruitment and selection processes. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.*