



The Corporation of the Township of Uxbridge Employment Opportunity

Arena Supervisor/Lead Hand

Under the general supervision of the Arena and Recreation Manager, the Arena Lead Hand is responsible for overseeing the daily operations of the Uxbridge Arena and Community Centre. Key duties include assisting with the coordination and supervision of Arena Attendants (full-time, part-time, contract staff, and seasonal students), ensuring the safe and efficient operation and maintenance of the facility, quality assurance, and providing direction on the proper use of equipment and adherence to safety procedures. This role also serves as a professional liaison between the public, contractors, agencies, and the Township of Uxbridge, ensuring effective communication and a high standard of service.

Duties and Responsibilities:

- Operate, maintain, and oversee the staff use of specialized tools and equipment, including ice edger, skid steer, tractor, skyjack/scissor lift, walk-behind floor cleaning machines, scrubbers, and pick-up vehicles as required. Perform general maintenance and servicing of equipment.
- Operate, maintain, and supervise staff usage of ice resurfacing machine.
- Perform and supervise the operation and maintenance of all refrigeration equipment used for ice maintenance.
- Operate and monitor facility systems, including HVAC, filter changes, and mechanical/plant room readings, to ensure building safety and operational efficiency.
- Ensure all maintenance activities and logbooks are completed and maintained on a daily, weekly, and monthly basis.
- Perform daily building inspections, including air quality, refrigeration compressor checks, ice resurfer circle checks, fire extinguishers, AEDs, sprinkler systems, fire alarm panels, equipment, and appliances. Ensure all necessary maintenance and follow-up actions are taken.
- Coordinate and/or perform the safe disposal of hazardous waste materials in accordance with health and safety policies, procedures, and applicable legislation.
- Coordinate manpower and equipment needs and maintain material and inventory requirements to support efficient facility operations.
- Schedule, attend, and participate in Arena staff meetings and training sessions to ensure all staff are informed and properly trained.
- Supervise staff activities and assist the Arena Manager with scheduling.
- Provide leadership to Arena Attendants and seasonal students, assist with staff training, and support performance reviews.
- Assist the Arena Manager with the recruitment and hiring of part-time and student



Arena staff.

- Assist the Arena Manager with obtaining quotes, scheduling, and coordinating work for minor repairs and maintenance by contractors, in accordance with the Township's procurement bylaw. Monitor and oversee contractor performance.
- Assist the Arena Manager with annual capital and operational budgeting forecasts for Arena operations.
- Supervise and assist with the set-up and tear-down of special events held at the Arena.
- Assist with seasonal start-up and shut-down tasks related to the Arena.
- Work collaboratively with Recreation Supervisor on Arena user group relations.
- Be available to work flexible hours, including evenings and weekends, as required.
- Participate in the on-call rotation for after-hours service for Parks, Recreation, and Culture facilities.
- Deal courteously and effectively with the public, staff, suppliers, contractors, other departments, and levels of government.
- Perform other duties as assigned in accordance with department and organization objectives.

Skills and Qualifications:

- Post secondary education (degree or diploma) in Facility Management, Recreation and Leisure, or equivalent preferred.
- Basic Arena Refrigeration (BAR) and Certified Ice Technician (CIT) required.
- Current CPR C and Standard First Aid
- 3-5 years of directly related work experience in building and mechanical maintenance, ice operations, refrigeration plant maintenance
- Demonstrated leadership skills, with the ability to motivate and guide staff, foster a collaborative team environment, and promote a safe and positive workplace culture.
- Excellent organizational, interpersonal, customer service, and communication skills, with the ability to effectively interact with staff, the public, and stakeholders.
- Physically able to lift and carry equipment and supplies weighing up to 50lb on a daily basis, with kneeling and bending on a continual basis
- Demonstrated ability to operate small tools/equipment and light duty vehicles in a proficient manner.
- Demonstrated ability to operate ice resurfacing machine.
- Computer proficiency in Microsoft office/software
- Ability to multitask, prioritize, and manage time efficiently
- G-class driver's licence

Hourly Rate/Salary: \$71,031- \$83,097 (Grade 9)

Hours of Work: 40 hours per week, Monday-Friday (daytime and evening shifts, plus occasional weekends)

Location: Uxbridge Arena and Community Centre



If you are interested in joining our team, please forward your resume and detailed cover letter by **Friday, December 6 at 4:00pm** to:

Hunter Gardner, Manager of Arena and Recreation
Township of Uxbridge
P.O. Box 190
51 Toronto Street South
Uxbridge, On L9P 1T1
email: hgardner@uxbridge.ca
telephone: (905) 852-9181 (ext. 504)

We thank all applicants for their interest, however only those being considered for an interview will be contacted.

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*.

If you require accommodation at any time throughout the employment activities process, please contact us at: 905-852-9181 ext. 209, accessibility@town.uxbridge.on.ca or by visiting www.uxbridge.ca and we will make every effort to provide appropriate assistance pursuant to the Township of Uxbridge Employment Activities Accommodation policy.