



The Corporation of the Municipality of West Grey Job Posting

Position: Normanby Recreation Arena Attendant
Category: Part-time, 29 hours week
Salary: \$21.20 to \$24.80

The Municipality of West Grey is accepting applications for a part-time position of Arena Attendant at the Normanby Recreation Facilities. The applicant could work up to 29 hours per week. To apply, please submit your resume and cover letter to Vance Czerwinski, C.E.T., Director of Infrastructure and Public Works at twheeldon@westgrey.com or Tom Culliton, Facilities Superintendent at normanbyarean@westgrey.com by July 22, 2021 at 4:00 p.m.

Job Summary:

Under supervision the Recreation Arena Attendant will be reporting to Tom Culliton, Facilities Superintendent for arena operations.

Arena Operation:

- Under supervision the Recreation Arena Attendant will monitor refrigeration and heating equipment by completing scheduled checks on both, logging findings and calling for assistance when equipment is not working properly.
- Operates ice resurfer, ice edger, floor scrubber and other equipment to maintain ice-surface.
- Assist with the installation, maintenance and removal of ice surface.

Maintenance:

- Performs recreation and facilities general maintenance.
- Cleans up facility after an event.
- Ensures all facilities are appropriately prepared and conditioned for each rental, such as turning heat on, ice resurfaced, washrooms functional, tables and chairs clean and set up, etc.
- Completes and assists with minor carpentry, electrical jobs, plumbing, mechanical repairs, painting, concrete work, maintenance and any other jobs which are assigned.
- Assists in grounds maintenance.
- Ensures that all exits and entrances are clear of debris and snow.
- Helps set up facilities for user groups such as moving of tables and chairs, stage equipment, park equipment, etc.
- Maintains a high standard of cleanliness and safety in designated areas throughout all facilities.
- Reports any major or minor repairs and supplies needed.
- Paints a variety of surfaces and areas.
- Cleans washrooms and power scrubs or hand washes floors.
- Collects and disposes of garbage.
- Cleans and assists with cleaning kitchen and kitchen equipment.

Security:

- Promptly opens the facilities before and secures the premises after the event.

- Follows and enforces safety and security procedures.

Administration:

- Maintains maintenance logs.
- Completes time sheets and details work completed. Hands in hour and task sheets bi-weekly.
- Maintains invoices and schedules of facilities booked and rented.
- Collects and records rental money and gives to Facilities Manager and Municipality Supervisor upon request.
- Answer phone inquiries and returns voice messages.
- Ensures that Recreation Facilities Superintendent or West Grey office receives completed invoices, contract and daily deposit reports.
- Reports all problems and concerns.
- Maintains billboard of upcoming events.

Shift Operations:

- Shows up for work as per work schedule for Ayton and Neustadt Recreation Facilities.
- Responds to emergency situations according to policies and procedures.

Public Relations:

- Deals with customers and general public during bookings, events and programs.

Other:

- Complies with policies and procedures of the Municipality of West Grey.
- Performs other tasks as assigned by West Grey Management.

Qualifications:

1. A current Class G Drivers Licence is required.
2. Computer knowledge an asset.
3. Ability to read and write to complete and maintain daily operation and safety records.
4. Sound knowledge of the Occupational Health and Safety Act.
5. Minimum Grade 12 Diploma or G.E.D.
6. Physically able to perform tasks involving strenuous labour, lifting up to 40 lbs., as well as standing and walking for up to 8 hrs.
7. Criminal check and drivers abstract required.

The Corporation of the Municipality of West Grey is an equal opportunity employer committed to diversity and inclusion.

In accordance with the "Municipal Freedom of information and Protection of Privacy Act", personal information is collected under the authority of the Municipal Act, 2001, and will be used for the purpose of candidate selection. If you need an accessible format, please email gscharback@westgrey.com or call 519-369-2200 Ext 229. Please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.