



TOWN OF WESTLOCK

EMPLOYMENT OPPORTUNITY
FACILITY OPERATOR COORDINATOR
Permanent, Full time

Reporting to the Director of Community Services, the Facility Operator Coordinator will be responsible for performing various assigned duties in relation to the arena operations within the newly constructed Westlock Rotary Spirit Centre as well as the parks and open spaces within the Department of Community Services. This individual must have strong organizational, problem solving skills and experience working within an arena and parks/open space setting. You have proven interpersonal skills, are a team player, and have strong communication skills. This position may require additional hours, on-call and/or shift-work including weekends and evenings above regular scheduled hours. This position is within the CUPE Local 3047 with compensation at a job rate of \$ 25.50/hour and is based on 40 hours/week.

Job Responsibilities:

The individual will oversee the maintenance and operations of the Westlock Rotary Spirit Centre and Parks and Open Spaces; including ice making, ice removal, ice plant operations; field house equipment; as well as the operation of all ice resurfacing and parks/open spaces equipment. You will also be responsible the maintenance of the campground, parks and ball diamonds.

Qualifications:

- Arena Operator Level 1 and 2
- Ammonia and WHMIS Certification
- Standard First Aid and CPR Certification
- Minimum Grade 12 or Equivalent
- Valid Class 5 Alberta Driver's Licence
- Basic Computer Knowledge

All applicants must provide a current Driver's Abstract upon interview.

Please submit your resume in confidence to:

Danielle Snyder
Director of Community Services
Email: dsnyder@westlock.ca
Ph: (780) 349-6677
Fax: (780) 349-6475

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