

Employment Opportunity

Facility Operator 1 – Casual Positions

The Town is seeking two energetic, reliable individuals for the position of Casual Facility Operator 1. The successful candidates will be strongly devoted to public service, be team orientated, innovative and result driven. You will be part of a great team providing quality recreation opportunities for the Town of Westlock and surrounding community. Based out of the Westlock Rotary Spirit Centre, candidates will be responsible for facility operations and maintenance including arena ice surface, ice plant and Zamboni operations, as well as the field house and weight room spaces. You will also perform various duties for parks, open spaces, and sport fields.

You will be working in a vibrant community of 4,921 just 85 kilometres north of Edmonton. We have all the amenities and more. Living in Westlock you can experience live arts, concerts, all sports or belong to one of the multiple community organizations. Town amenities include the Rotary Spirit Centre multi-plex, the Aquatic Centre, skateboard park, ball diamonds, parks and playgrounds. The Town's strong business sector provides all the services and shopping you will need.

As a key player in our team, you will have the following qualifications:

- Arena Operator Level 1 (or will agree to obtain)
- Ammonia and WHIMIS Training (or will agree to obtain)
- Physically fit with the ability to lift 50 pounds safely
- Ability to work independently with good work ethic
- Ability to work with public
- Valid Class 5 Driver's License
- Standard First Aid/CPR Certification
- Administration skills: including computer and office skills
- Basic understanding of hand tools

The successful candidate must be willing and able to work a variety of shifts in accordance with the CUPE Collective Agreement including early morning, evenings, weekends, etc.

The Town of Westlock offers a competitive salary and excellent employee benefit program including LAPP pension. The wage rate is per the current CUPE Local 3047 Agreement with the probationary rate at \$28.72 per hour and the range ending at \$32.68 per hour. The successful candidate must become a member of the Union. A Criminal Record Check complete with vulnerable sector check and a Drivers Abstract will be required. Steel toe boots are also a requirement for the position.

This competition will remain open until suitable candidates are found. The Town of Westlock thanks all applicants for their interest; however, only those selected for an interview will be contacted. Please submit your resume with three references in confidence to:

Town of Westlock
10003-106 Street, Westlock, Alberta T7P 2K3
Phone: 780-349-4444 | Fax: 780-349-4436
Email: employment@westlock.ca

10003 106 Street, Westlock, Alberta, Canada T7P 2K3

Office: 780-349-4444 / **Toll Free:** 1-866-349-4445 / **Fax:** 780-349-4436

www.westlock.ca

Town of Westlock

Department: Community Services
Position: FACILITY OPERATOR 1

Position Summary:

The function in this position is to perform various assigned duties in relation to the arena operation and parks and open spaces operations in the Department of Community Services. This individual will maintain a positive working team relationship within the Town organization. This position may require additional hours, on-call and/or shift-work including weekends and evenings above regular scheduled hours.

Position reports to:

This position reports directly to the Director of Community Services, or designate, or specified alternate.

The following job description is to be reviewed periodically.

1. GENERAL DUTIES

- 1). Responsible for ice making and removal, ice plant operations and quality playing surface.
- 2). Safe operation of ice resurfacing equipment.
- 3). Ensure overall arena cleanliness in dressing rooms, bleachers, etc.
- 4). Safely perform various assigned duties related to the overall maintenance and enhancement of the Town of Westlock parks and open spaces. Including: grass cutting, overall presentation of parks and open spaces, ball diamond preparation and maintenance, playground maintenance, outdoor rink maintenance.
- 5). Operation of variety of small hand tools, power tools, mowers, quad, snow blower etc.
- 6). Complete assigned duties with minimal supervision.
- 7). Physical work may exist.
- 8). Perform other duties as assigned by the designated supervisor.

2. COMMUNICATION/PUBLIC

The Spirit Centre employee shall be responsible for fostering and maintaining good public relations and shall work towards this end as follows:

- 1). Maintain positive communication with all Town of Westlock Departments and the Public-at-large.
- 2). Being a respectful ambassador of the Town.
- 3). Maintain a professional appearance.

3. RESPONSIBILITIES

- 1). Ensure assigned duties are completed in a safe and timely manner.
- 2). Participation required in departmental safety and operational staff meetings.
- 3). To ensure the safe operation and maintenance of Town owned equipment, facilities and inventories.
- 4). Work together with other employees in a team effort, stressing cooperation and good communication between staff.
- 5). Assist Building Maintenance personnel when necessary.

4. QUALIFICATIONS

- 1). Completion of Arena Operators Level 1.
- 2). Ammonia and WHIMS Training.
- 3). Demonstrated experience in project administration including project planning, supervision and reporting, budget preparation and cost control.
- 4). Self-motivated and have ability to work alone.
- 5). Valid Alberta Driver's License Class 5 Operators permit.
- 6). Basic knowledge of computer programs/applications.
- 7). Standard First Aid/CPR Certificate.
- 8). Education minimum Grade12 or equivalent.
- 9). Must demonstrate relevant administration skills.

Signatures:

I have read and understood this job description. The Department Manager has informed me that this is a general description of the duties, responsibilities and qualification required of my position, which forms the basis for my classification level and against which my performance will be evaluated.

Employee Signature

Date

Department Manager
Signature

Date