



**POSITION TITLE:** Facilities Operator I & II, permanent full-time

**RESPONSIBLE TO:** Facilities Manager

**REPORTS TO:** Facilities Manager

**WORK WEEK:** 37.5 Hours

**IMPORTANT NOTE:** This position will require the Employee to work evenings and weekends and may require additional hours over and above the normal work week from time to time. The Employee may be required to work in unfavourable weather conditions from time to time as required. Employees may be working independently or with other members during their shift. Employees will have professional development opportunities. Employees will adhere to established best practices and agreements, that of the Town.

**POSITION SUMMARY:** As a member of the Community Services, facilities team and reporting to the Facilities Manager or designate. This position is responsible for supporting the operation and maintenance of all Town of Gibbons facilities. Included but not limited to the community centre, arena, curling rink, outdoor rinks, sport fields and their related spaces. Regular and daily maintenance and janitorial is required to ensure positive user experience.

**EDUCATION/EXPERIENCE:** Grade 12 high school certificate required.  
Current and valid Class 5 driver's license required.  
AARFP course certificates or related associations, an asset.  
Work experience within a recreation facility or ice facilities, an asset.  
Drivers abstract and criminal record check with vulnerable sector check will be required before hire.

#### **POSITION RESPONSIBILITIES**

1. Provide excellent customer service to user groups and the general public.
2. Assist with point of contact regarding fellow members and/or deliveries, as required.
3. Assist fellow members with facility setups/teardowns, and user assistance as required.
4. Respectfully operate/use all motorized/non-motorized seasonal equipment and tools

5. Assist with regular maintenance on ice/snow/seasonal equipment as best practices including but not limited to ice re-surfacers/ice edgers/blowers/equipment and tools.
6. Assist with regular checks of the ammonia ice plant and surrounds.
7. Assist with all exterior property and their related surrounds providing a clean, debris free and safe environment for all.
8. Ensure all interior spaces are clean, free of debris, and safe for use.
9. Ensure all confined spaces are cleaned, sanitized, after every use ready for next renting group/user. To include but not limited to dressings rooms/washrooms/gathering spaces.
10. Assist with regular cleaning/sanitizing of offsite washrooms and surroundings to include but not limited to outdoor rink building, spray park, field sports areas.
11. Assist with regular and general maintenance, as best practice, on all facilities and their related spaces as directed.
12. Perform additional tasks/duties as training, as assigned by the Facilities Manager or designate.

***Apply with both a Resume and a Cover Letter, clearly stating which job(s) you are applying for at:***

***<https://www.gibbons.ca/town-hall/careers>***