



## **Facility Operator Job Description**

### **ABOUT THE ROLE**

Reporting to the Facility Supervisor, the Facility Operator is responsible for the day-to-day operations and maintenance for Digby Area Recreation Commission a multi-use recreation facility, including the arena, curling centre and surrounding grounds. This position supports the safety, functionality, and cleanliness of the facility while ensuring an exceptional experience for all users. Operators must be team-oriented, technically skilled, and committed to providing excellent customer service.

### **Experience and Skills**

- The ability to establish and maintain respectful, cooperative, and professional working relationships with staff, user groups and visitors.
- Report all incidents/accidents that may occur to the Facility Supervisor and document.
- Maintain the necessary logbooks for all facilities and equipment and report any malfunctions, hazards, accidents or incidents to the supervisor.
- Perform daily safety and security checks of the facility.
- Follow the DARC Risk Management Program.
- Assist in the installation, maintenance and removal of high-quality ice surfaces for the arena and curling club.
- Performs ice resurfacing, ice maintenance which includes edging and performs ice depth checks, inspects and maintain boards.
- Efficiently operate and maintain ice resurfacing equipment, including records of service.
- Perform repair and maintenance duties as required to the arena, curling club, and all tools/machinery.
- Evaluate and recommend for purchase goods and services necessary for the effective and efficient operation and maintenance of all facilities and programs owned and operated by DARC.
- Maintain a high standard of environmental awareness in all aspects of operations.
- Record and receipt all money received, and deposit in accordance with financial procedures.
- Ensures the facility is maintained in a clean and safe manner; duties include cleaning floors, windows and arena glass, stands, dressing rooms, hallways, furniture in and around the facility, and washrooms.
- Ensure entrances, stairs and emergency exits are clear of snow, and other debris and grounds are litter free.
- Follow established cleaning and maintenance schedules and keep necessary records.
- Supervise user groups and enforce facility policies and procedures.

- Assist with special events and programs as required including set up and take downs for various events within and around the facility.
- Attend meetings, seminars, conferences and training as required.
- Work independently and as a contributing member of a team.
- Use of hand tools and mechanical equipment to conduct mechanical repairs associated with the facility.
- Must be capable of working in all adverse weather conditions.
- General facility maintenance repairs (ex: Carpentry, drywall repairs, painting, plumbing, electrical, ect.)
- A thorough knowledge of the principles of the Maintenance of Recreational Facilities
- Performs other related duties as assigned.

### **Working Conditions**

- Rotating shifts including evenings, weekends, and holidays
- Physically demanding work involves lifting, standing, and operating machinery
- Exposure to loud noise, chemical substances, and temperature fluctuations
- Use of personal protective equipment (PPE) is required when necessary

### **Qualifications**

- Class 5 Driver's License (Required)
- High School (Grade 12) or equivalent
- WHMIS Certification (or willingness to obtain)
- First Aid & CPR Certification (or willingness to obtain)
- Arena Operator Level 1 Certification (or willingness to obtain)
- Building Maintenance Level 1 (or willingness to obtain)
- Ability to lift up to 80 lbs and perform physical work safely
- Clear Police Criminal Record & Vulnerable Sector Check (Required)

**Work Location:** Digby Area Recreation Facility

**Salary Range:** \$18.00-\$22.00 per hour

**Where To Apply:** Resume and Cover Letter may be submitted by email at; [darc@ns.aliantzinc.ca](mailto:darc@ns.aliantzinc.ca) or in person at the Digby Area Recreation Office located at 27 Shreve Street, Digby. (2<sup>nd</sup> floor Digby Arena)

Resumes and cover letter must be submitted with at least two references. Please put the job title in the subject heading of your email and merge your cover letter and resume into one PDF document.

We thank all candidates for their interest; however, only those under consideration will be contacted. This competition will remain open until the position is filled.