



Facility Operator 2 Job Description

The Facility Operator shall be responsible to the Facility Supervisor for the provision of services related to the day-to-day operation of all facilities operated and managed by Digby Area Recreation Commission.

Duties and Responsibilities

- Maintain a high standard of service through a positive and professional relationship with facility users and the public.
- Report all incidents that may occur to the Facility Supervisor and document.
- Maintain a high standard of health and safety in all aspects of operations, as guided by Municipal, Provincial, Federal and Facility Maintenance regulations.
- Maintain the necessary logbooks for all facilities and equipment and report any malfunctions, hazards, accidents or incidents to the supervisor.
- Follow the DARC Risk Management Program
- Assist in the installation, maintenance and removal of high-quality ice surfaces for the arena.
- Operate the zamboni and perform ice resurfacing.
- Responsible for the maintenance of all DARC facilities and including baseball field, soccer fields, Outdoor Pool, Digby Area Community Gardens, Victoria Street Skate Park, Vaughn VanTassell Memorial Park and Splash Pad and any other facility that comes under DARC responsibility.
- Perform repair and maintenance duties as required to the arena, curling club, swimming pools, sports fields/grounds and all tools/machinery.
- Prepare and maintain water in the wading pool and main pool.
- 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 furniture in and around the facility, washrooms and ensures 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.
- Complete set ups and take downs for various events within and around the facility.
- Attend meetings, seminars, conferences and training as required.
- All other duties that may be assigned by the Recreation Manager or Facility Supervisor.

Working Conditions

- This position is full-time, 40 hours per week. Shift work is required, mornings, evenings, weekends and holidays.
- Ability to perform duties in ever changing environments (hot & cold).
- Work in an arena environment.

Qualifications

- Grade 12 or equivalent
- A thorough knowledge of the principles of the Maintenance of Recreational Facilities.
- Current certification in First Aid & CPR & AED
- Current certification in WHIMIS.
- Valid NS Driver's License.
- Arena Operators Course or obtain within two years.
- Pool Operators Course or obtain within two years.

Salary and Benefits

- Salary Scale: 38,000.00 – \$41,000.00 (Commensurate with education, qualifications and experience).
- Medical plan and pension plan

Anticipated start date is September 1, 2026.