



JOB DESCRIPTION

Title:	Arena / Parks Operator II	Pay Grade:	07 – Outside
Department:	Community Services	Location:	Summerland Arena
Supervisor:	Director of Community Services	Reviewed:	February 2023

Nature and Scope of Work

This permanent full-time, year-round position is a combination of the Arena Operator II at the Arena and the Parks Operator II in Parks. On a day-to-day basis, the Arena Operator II role will report to the Facilities Maintenance Lead Hand at the Arena and the Parks Operator II position, will report to the Parks Operations Lead Hand.

The Arena Operator II is responsible for the building supervision, maintenance, and operations of the Arena while on shift (Fall-Winter season). The Parks Operator II position performs a variety of skilled and unskilled work in all weather conditions both outside and on occasion in municipal facilities (Spring-Summer season).

Duties

1. Maintain ice surface to facility standards to ensure ice is safe, uniform and of desired hardness. Ability to effectively operate and maintain all equipment used to maintain the arena ice surface (ie. Zamboni, edger, planer, etc.). Assist with removal and installation of arena ice surface, as required.
2. Regularly inspect and monitor ammonia refrigeration plant, brine transfer pump system, electric motors, chiller oil level and regulate condenser coolant water flow. Read and interpret meters and gauges as well as perform calculations, tests and maintain reports, logs, and records. Care for instruments and tools.
3. Performs arena maintenance work and minor repairs on equipment; building repairs, minor plumbing, carpentry, and painting; and checks and cleans facilities including garbage and recycling.
4. Supervise the public and arena user groups by enforcing facility rules and regulations and ensure building code regulations are maintained. Answer inquiries and provide routine information and assistance for customers and user groups using the facilities.
5. Maintains and sharpens rental skates and assist with public skating sessions – supervision, check-in, collecting fees, etc. when required.
6. Perform event and room set-ups and take-downs for facility bookings and assist with user groups needs at the arena as well as perform routine security checks for facility opening and closing. Inspect and maintain grounds and parking lots as required.

7. Ensures the health and safety of patrons and staff; familiar with all policies and procedures; implement emergency procedures as required; follow up with supervisory staff as required.
8. Assist in the maintenance of the District's landscape and recreational areas which includes gardens, flower beds, hanging baskets, boulevards, beaches, parks, trails, docks, buildings, walkways, cemeteries, and the tree nursery at the Wastewater Treatment Plant.
9. Repair of turf, apply sod, and seed as required.
10. Perform pruning, cutting, potting, planting, watering, propagation, and maintenance of plants, flowers, trees, shrubs, and grass areas.
11. Assist in the herbicide and pesticide programs.
12. Performs garbage collection route, litter picking, and snow removal as required.
13. Operate a variety of equipment including trucks, tractors and a variety of specialty landscape equipment.
14. Municipal building maintenance, and other Works related duties as required.
15. Performs other related duties as required.

Required Skills and Knowledge

1. Knowledge and experience with the operation and maintenance of an arena including ice resurfacing procedures as well as custodial work.
2. Knowledge and experience of gardening, landscaping, and turf maintenance as well as related tools and equipment. Some experience with horticultural practices including pruning techniques and the application of fertilizers, herbicides, and pesticides as well as experience with irrigation systems would be an asset.
3. Communication and customer service skills.
4. Support a cooperative and efficient working environment.
5. Exercise courtesy, tact, and diplomacy in the exchange of information with other District employees, private contractors, and members of the public.
6. Ability to adapt to a work environment with ongoing changes.
7. Demonstrated understanding of health and safety requirements in arena and parks environments.
8. Demonstrated ability to:
 - perform heavy manual work in a variety of conditions;
 - operate a variety of hand, power, and specialized tools, as well as machinery,

vehicles, and equipment in accordance with recognized safe operating procedures.

9. Sufficient physical strength and stamina to perform the required duties.

Required Qualifications

1. Refrigeration Operators Certificate.
2. Turf Science Level 1, other relevant Turf Management Courses, Certified Irrigation Technician Level 1, or willingness to obtain future landscaping courses.
3. MOE Pesticide Applicator Certification or an ability and willingness to obtain one.
4. Ability to pass and maintain a Police Information Check including the vulnerable sector section.
5. Valid First Aid Certificate or an ability and willingness to obtain one.
6. Chainsaw training is considered an asset.
7. Valid Class 5 BC Driver's License.

Remuneration and Hours of Work

1. Remuneration in accordance with Schedule 'A' of the CUPE Collective Agreement.
2. Hours of work for this position include 4, 10-hour shifts or 5, 8-hour shifts, early mornings, daytime, evenings, weekdays, and weekends.