

## JOB DESCRIPTION

### Arena Operator Level 1

<b>Department</b>	Community Services	<b>Reports To</b>	Arenas and Parks Manager, Arena Supervisor
<b>Directly Supervises</b>	N/A		
<b>Indirectly Supervises</b>	N/A		
<b>Union</b>	CUPE 2403		
<b>Approval/Review Date</b>	TBA	<b>Job Grade</b>	TBA

#### **POSITION SUMMARY:**

Under the general supervision of the Arenas and Parks Manager, and the Arena Supervisor, the Arena Operator 1 will perform ice making, marking, surfacing, and maintenance duties for the Kin and Memorial Arenas. Additionally, the Arena Operator 1 will provide direction to Rink Patrol and ensure positive customer experience for all clients and patrons.

#### **KEY DUTIES PERFORMED:**

1. Performs ice resurfacing and daily ice maintenance including but not limited to ice depth checks to maintain optimum thickness, daily edging, maintains ice resurfacing machines, including but not limited to ice blade and propane cylinders.
2. Monitors the refrigeration plants and accurately records readings in logbooks. Reports any inconsistencies or issues.
3. Assist in the maintenance of the ice surface, including resurfacing, patching, and ensuring the ice is free of debris. Operate ice resurfacing equipment under supervision if required.
4. Inspects, maintains, and cleans equipment, complete inspection forms and log all pertinent information.
5. Set up and take down equipment for events, such as goals, nets for user groups. Sets up rooms and assigns dressing rooms as directed.
6. Perform routine cleaning and maintenance of the arena, including sweeping, mopping, and sanitizing locker rooms, seating areas, and restrooms. Ensure the Arena is always kept in a clean and presentable condition.
7. Maintains accurate logbooks for tasks including but not limited to, snow clearing, incident and near miss reporting, ice cleaning, and janitorial tasks.
8. Cleaning, maintaining and repairing Arena lobby floors, glass, walls, washrooms, stands, supply rooms, furnace rooms, glass, time box, players benches, nets, staff room, stairs, and snow removal.
9. Greet and assist patrons, providing information and directions as needed. Address customer inquiries and resolve complaints in a courteous and efficient manner.
10. Ensures adherence to safety programs at the Arenas, as well as the Curling Rink, by complying with all WorkSafe BC, Technical Safety BC, Northern Health Regulations, and City of Dawson Creek requirements.

### **HEALTH AND SAFETY RESPONSIBILITIES:**

All employees are responsible for helping to maintain a safe and healthy workplace. In this role, you are expected to:

- Take reasonable care to protect your own health and safety and the health and safety of others.
- Follow all Occupational Health & Safety (OHS) policies, procedures, regulations, and instructions.
- Perform your work according to established safe work practices.
- Use and wear required personal protective equipment (PPE) and safety devices.
- Avoid unsafe behaviour that could put yourself or others at risk and ensure you are fit for work and not impaired.
- Report to your supervisor any unsafe conditions, hazards, damaged or missing safety equipment, or violations of safety rules.
- Cooperate with workplace safety committees, safety representatives, and WorkSafeBC Officers as required.

### **REQUIRED KNOWLEDGE, ABILITIES & SKILLS:**

1. Class 5 driver's license.
2. Grade 10 education or equivalent.
3. Current OFA Level 1 Certification.
4. Refrigeration Safety Awareness Certification.
5. Demonstrated ability to solve problems and multi-task in a fast-paced environment.
6. Compliance with and approval of Security/Reliability Clearance and Criminal Record Search.
7. The ability to perform all the duties outlined above in a safe manner following established Facilities Procedures, Occupational Health and Safety rules, Violence in the Workplace policies and W.S.B.C. Regulations (i.e., WHMIS).

### **DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:**

1. Ice Facility Operator Certification.
2. Refrigeration Operator Certification.

**NOTE:** The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.