

# The Township of Huron-Kinloss

## POSITION DESCRIPTION

Position Title: Facility Operator			
Reports to:	Facilities & Park Supervisor	Last Revision Date	September 2014
Department:	Community Services	Positions Supervised:	None
Position Status:	Casual	Job Grade:	
Nature and Scope of Position: Maintains the arena facility in a clean and safe manner.			
<b>Key Result Areas</b>	<b>Major Responsibilities</b>		<b>Success Indicators</b>
Delivery of Programs & Services	<ul style="list-style-type: none"> <li>• Completes a variety of repairs and mechanical maintenance on buildings and equipment.</li> <li>• Assists in the installation, maintenance, and removal of the ice surface.</li> <li>• Supervises the ticket booth, selling tickets and receiving payments; ensures sufficient float; and pays referees.</li> <li>• Assists in the set up for functions or events.</li> <li>• Maintains all facilities in a clean and safe manner, including floors, washrooms and other janitorial duties as assigned.</li> <li>• Monitors cleaning and paper supplies and advises supervisor of the need to order more.</li> </ul>		<ul style="list-style-type: none"> <li>• Maintenance and repairs completed proactively and up to date.</li> <li>• Work assignments are completed in a thorough and timely fashion.</li> <li>• Successful and competent operation of all required equipment and vehicles.</li> </ul>

# The Township of Huron-Kinloss

	<ul style="list-style-type: none"> <li>• Operates compressors and condensers, completing scheduled checks, logging findings and troubleshooting problems.</li> <li>• Ensures the safety of facility users and provides crowd control including escorting and requesting spectators to leave.</li> </ul>	
Administrative	<ul style="list-style-type: none"> <li>• Completes a variety of reports such as accident reports, vandalism reports and compressor and ice log book reports.</li> <li>• Reconciles gate receipts daily.</li> </ul>	<ul style="list-style-type: none"> <li>• Reports are completed accurately.</li> <li>• Balanced gate receipts.</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Works cooperatively with team members and staff in other departments to ensure necessary workflow and coverage.</li> <li>• Provides support and back up to other staff in department as necessary.</li> <li>• Assists in establishing, maintaining and achieving goals, objectives and work plans.</li> <li>• Remains current on and adheres to corporate and departmental policies and procedures.</li> <li>• Ensures that own work is performed in a safe manner according to health and safety guidelines and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Adheres to corporate and departmental policies and procedures.</li> <li>• Successful completion of WHMIS and Health and Safety Training.</li> <li>• Attendance at and completion of all training required by the Township of Huron-Kinloss.</li> </ul>
Public Relations/Customer Service	<ul style="list-style-type: none"> <li>• Demonstrates a strong public service orientation.</li> <li>• Responds promptly to public queries and requests.</li> <li>• Resolves public concerns and complaints or refers to supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• Responds to internal and external inquiries in a timely professional manner.</li> </ul>
Other related duties as assigned.		

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Qualifications
<p><b>Education:</b></p> <ul style="list-style-type: none"><li>• Secondary school diploma.</li><li>• Specialized training in facility maintenance, ice making and maintenance (ORFA courses).</li><li>• Training on specialized equipment; e.g., Olympia.</li></ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"><li>• Experience in maintenance type positions</li></ul>
<p><b>Skills:</b></p> <ul style="list-style-type: none"><li>• Ability to work alone or in a team environment.</li><li>• Mechanical aptitude to perform preventative/routine maintenance.</li><li>• Ability to deal with public.</li><li>• Good communication skills, written and verbal.</li></ul>
Physical 'Effort & Working Conditions
<ul style="list-style-type: none"><li>• Work is typically performed in an environment with regular exposure to hazards.</li><li>• The mental effort requires a reasonable degree of concentration on a variety of activities.</li><li>• There are many interruptions and deadlines.</li><li>• Problems to be addressed require routine problem solving.</li><li>• Required to interact politely and effectively with the general public.</li><li>• Hours of work can vary with overtime required.</li><li>• Continuous requirement for moderate physical effort in operating equipment and performing maintenance and repairs.</li><li>• Work generally has a moderate risk of injury.</li></ul>

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.