



**Facility Operators – Part Time  
Up to 24 hours per week  
POSTING No. 202054**

Come join our team! We are looking for candidates that share our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidates and are demonstrated in their work and interactions with colleagues and the community.

Under the supervision of Facility Supervisor and/or Maintenance Coordinator this position will provide operational, maintenance and caretaking functions for arenas/community centres and assigned facilities. The Part Time Facility Operator job scope will include but is not limited to monitoring an arena refrigeration plant and all related equipment/machinery as well as installing and maintaining ice.

**Accountabilities:**

- Perform cleaning and building maintenance functions as defined and scheduled
- Responsible for the use, care and storage of all facility resources (including materials/supplies/equipment)
- Responsible for identifying facility operational problems and taking prompt, appropriate action to minimize disruption of service
- Ensure the highest standard of customer service for both internal and external customers in compliance with Town standards
- Maintain a knowledge and awareness of the features of assigned facilities and all scheduled activities to ensure appropriate spaces are in a clean, safe and welcoming condition
- Work effectively to support the general public, contract services and other municipal staff in their use of the facility
- Assist the public or direct them to appropriate staff for further information as required
- Handle contentious issues in a professional manner as needed
- Monitor and refrigeration plant in accordance with TSSA regulations
- Maintain ice surface, dasher boards and safety netting in accordance with industry best practices
- Maintain health and safety standards at all times for customers and staff and providing a safe environment for the public while performing maintenance duties
- Monitor building activities and report and respond to any incidents/infractions
- Responsible for facility security as assigned
- Complete and file all daily maintenance related records and log books as assigned or as required
- Assist with inventory control of various maintenance supplies, mechanical equipment and tools
- Perform other job related duties

**You possess:**

- Secondary School Diploma or equivalent
- Previous experience in institutional, industrial and or facility maintenance and janitorial operations and knowledge of janitorial practices/applications

- Previous experience in Arena or refrigeration operations
- Basic Refrigeration certification considered an asset
- First Aid and CPR certifications
- Valid Ontario Driver's License (Class G)
- Certified Ice Technician (CIT) from Ontario Recreation Facilities Association considered an asset
- Basic knowledge and understanding of the refrigeration cycle and equipment necessary to operate artificial ice
- Working knowledge of ice installation and maintenance and equipment necessary to maintain an ice surface
- Demonstrated knowledge of arena facility operation including boards, glass, safety netting and other rink components
- Demonstrated knowledge and understanding in all facets of building, physical plant maintenance and conservation requirements and ability to provide a high level of maintenance standards
- Basic carpentry, electrical and plumbing skills and are a mechanically inclined individual
- Basic knowledge of facility operating systems, including refrigeration systems, HVAC systems, sound systems, lighting and general plant systems
- Ability to perform all physical requirements of facility operation activities, including working at heights, in confined spaces and the consistent ability to lift up to 20 kg
- Ability to work under minimal supervision
- Ability to ensure a high level of confidentiality
- Ability to work in an environment that could include cold and warm/humid environments, noise from machinery, and some outdoor work
- Awareness of applicable laws and regulations of authorities having jurisdiction and ensure they are followed

### **Compensation:**

The rate for this position is \$23.81 per hour. This is a part-time unionized position (CUPE Local 73) working up to a maximum of 24 hours per week as needed. The successful candidate must be willing and able to work evening and weekend hours and holidays as required.

### **Application:**

Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., October 23, 2020. Please quote Posting No. 202054 on your cover letter.

**Email:** [humanresources@haltonhills.ca](mailto:humanresources@haltonhills.ca)

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Director of Human Resources.

**1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2**

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905-873-2601 | 1-877-712-2205 | 905-873-2347 (fax) | [haltonhills.ca](http://haltonhills.ca)