

TOWN OF OLDS JOB DESCRIPTION

JOB TITLE: Operator – Sportsplex		
DIVISION: Community Services		JOB REPORTS TO: Supervisor – Sportsplex
FUNCTION/PURPOSE: This position performs a variety of duties associated with maintenance of the Town’s Sports Complex. The focus is on keeping areas clean and safe for public enjoyment.		
#	KEY RESPONSIBILITIES	(% time)
1.	Sportsplex Duties <ul style="list-style-type: none"> Maintains arena equipment in accordance with established preventative maintenance practices, Occupational Health and Safety regulations and Town safety practices. Performs custodial duties and ongoing facilities maintenance. Assists with special events set-up and the tear down of tables, chairs and other related equipment for facility user group activities. 	90%
2.	Customer Service <ul style="list-style-type: none"> Solutions-focused when approached with concerns from the public or suggestions to co-workers. Assist other departments within the town’s organization. Provide excellent customer service and uses good public relation skills. 	10%
3.	Risk Management, Health & Safety It is the responsibility of the Town of Olds employees to take care to ensure their own safety and the safety of others, to know and follow all safety and health instructions, rules, regulations and safe work procedures and to report any unsafe or substandard condition or act as soon as possible to the employer. <ul style="list-style-type: none"> Incumbents are responsible for ensuring that operations are performed with the utmost regard for the safety and health of all personnel, and for promoting proper attitudes towards safety and health in themselves and in those they supervise. Hazard Assessment and Risk Assessment for Operator – Sportsplex, are contained in the Sportsplex COR Binder. 	100 %
QUALIFICATIONS, KNOWLEDGE, SKILL & ABILITY REQUIREMENTS:		
Education & Training: <ul style="list-style-type: none"> Grade 12 or Equivalent Valid First Aid & CPR/AED level C (BL) CSA Std. Z1210-17 – Intermediate certificate Valid WHIMS Certificate Valid Class 5 Driver’s License Alberta Recreation Facility Personnel Arena Operator Level 1 would be an asset Experience: related experience, arena equipment experience		
Competencies: <ul style="list-style-type: none"> High degree of personal initiative and ability to work with minimal supervision. The ability to communicate well with supervisors and other staff, and to foster positive work relationships. The ability to operate an arena ice-resurfacing machine. 		
DIRECTLY REPORTING TO THIS JOB ARE: none		NOC 2021 CODE: 65211
		OaSIS 2023: 65211.02
WORKING CONDITIONS:		
<ul style="list-style-type: none"> Ability to work in all weather conditions Cold indoor environment Working alone Day, evening and weekend shifts Capable of lifting up to 50 pounds repeatedly and performing physically demanding work Be required to work in a crew/pool environment 		