

Job Description: Recreation Facility Operator II

<b>The Corporation of The Township of South Glengarry</b>	<b>Job Description</b>
Position Title:	Recreation Facility Operator II
Group:	Union
Manager:	General Manager of Parks Recreation & Culture
Department:	Parks, Recreation & Culture
Prepared By:	Human Resources Advisor
Approved:	March 6, 2017
<b>Revised: April 2021</b>	
<b><u>Job Function:</u></b>  Reporting to the General Manager of Parks, Recreation & Culture, the Recreation Facility Operator II is responsible for the operation of equipment and manual labour as necessary to carry out functions of the Parks, Recreation & Culture Department, including arena operations.	
<b><u>Skills and Qualifications:</u></b>  <ol style="list-style-type: none"><li>1. Preferred 1-2 years of experience relevant to key responsibilities.</li><li>2. Completion of Grade 12 education or equivalent programs such as, basic refrigeration.</li><li>3. Effective verbal and listening communications skills.</li><li>4. Possess and maintain a valid Class G Drivers' License and clean driver's abstract.</li><li>5. Must be willing to provide a Vulnerable Sector Check.</li></ol>	
<b><u>Direction Received/Independent Action:</u></b>  <ol style="list-style-type: none"><li>6. General direction is provided by the General Manager of Parks, Recreation &amp; Culture.</li><li>7. Performance is monitored by the General Manager of Parks, Recreation &amp; Culture through the Township's Performance Management Program.</li><li>8. Must follow instructions while adhering to all policies, procedures and regulations such as</li></ol>	

the Occupational Health and Safety Act.

9. Must have the ability to work with minimal supervision.

**Working Relationships:**

Routine Contacts:

10. General Manager of Park, Recreation & Culture– Direct reporting relationship
11. Recreation Facility Operator I – Receives daily operational assignments and schedule of all activities associated with the Parks Recreation & Culture Department.
12. General Public –Responds to residents in a positive and courteous manner.

**Duties and Responsibilities:**

13. Perform maintenance of the municipality owned property including but not limited to signage, litter and debris and weekly garbage pick-up and custodial activities.
14. Perform preventative maintenance within the Parks, Recreation & Culture Department, to ensure equipment is in good repair. Assist with departmental construction projects.
15. Maintain sports fields and associated municipal facilities to provide a fully functional environment meeting various user needs. This includes ball diamonds, soccer pitch, splash pads, arena and municipal parks.
16. Maintain recreation equipment in accordance with Ontario Health and Safety Standards as well as Ontario Recreation Facilities Association.
17. Perform daily operation and maintenance of the arena building, grounds and equipment. Maintain ice plant and perform daily preventative maintenance. Maintain arena ice and respond to user needs.
18. Always adhere to safety regulations.
19. Operate all equipment to perform the above duties including all light equipment and some heavy equipment.
20. Perform daily/weekly safety checklist in accordance with Health and Safety Regulations, Ontario Recreation Facilities Association and Municipality Policies.
21. Deal with the public in a courteous and respectful manner and make note of and report

complaints and respond in a respectful manner.

22. Perform other duties as assigned.

**Physical and Sensory Demands:**

23. Physical demands can include lifting, pulling and managing heavy equipment and objects.

24. Maybe exposed to unpleasant sights and smells.

**Mental Demands:**

25. May be exposed to short periods of concentration.

**Impact of Errors:**

26. Errors could possibly have an impact on the level of quality municipal services provided.

**Hours of Work:**

29. Required to work eight (8) to ten (10) hours during normal business hours, emergency response to facility alarms must be available to work overtime.

**Overtime:**

30. Overtime is compensated as per the Collective Agreement.

**Work Environment:**

31. Spends 60% to 70% of the average work year outdoors and/or operating equipment.

32. Balance of work year is spent indoors carrying out facility maintenance.

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**Hazards:**

33. Occasionally exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.