



Town of Beausejour Community Services Department Facility Operator

Under the general direction of the Manager of Community Services, the incumbent shall be responsible for the undertaking all duties relating to the operation of the Sun Gro Centre/ Splash Aquatic Centre. As the Facility Operator you are responsible for the day to day operation and maintenance of the Sun Gro Centre/ Splash Aquatic Centre and other Town owned buildings including Parks/ Green Spaces/ Sports fields and checking of all equipment.

Job Purpose:

To assist with the operation and maintenance of our Recreation Facilities and other Town owned buildings and grounds including checking all equipment and Park/Green Spaces.

Duties & Responsibilities:

1. Facility Operation and Maintenance – Conducts maintenance of the Sun Gro Centre including the Curling Club/ Splash Aquatic Centre and other Town owned buildings to include but not limited to: general repairs, painting, plumbing, carpentry and drywall, shovelling, cleaning, sweeping, mopping and scrubbing.
2. Equipment Operations and Maintenance – Operates a variety of equipment to conduct ice, floor, pool, parks/green space and facility maintenance including ice resurfer, tractors, mowers, utility vehicles, pickups, edger's, sweepers, scrubbers, hand tools and power tools. Also, assists with the daily and seasonal maintenance on equipment/vehicles, i.e. inspections, oil/hydraulic changes, air filters, small/minor repairs and greasing as per the established maintenance and operational checklists.
3. Ice and Floor Operations and Maintenance – Monitor/Assist with the operation of the refrigeration plant under the direction of the Manager of Community Services according to the Manitoba Power Engineers Act and Regulation. To perform ice maintenance including, installation, removal, painting, flooding, pebbling, shaving and completing ice thickness sheets. Boards and shield maintenance, including inspections, repairs, replacements and cleaning. To complete floor maintenance when required, cleaning and painting.
4. Pool Operation and Maintenance- To operate and maintain the outdoor pool according to the Public Health Act, Swimming Pools and Other Water Recreational Facilities Regulation, Manitoba Health, and Corporate Policies including water tests, administering chemicals, cleaning, painting, plumbing, inspections and repairs.
5. Parks and Green Space Operation and Maintenance – To inspect and maintain all sports fields and playgrounds. This includes but not limited to cutting grass, fence repairs, grooming ball diamonds, line marking, general repairs, inspections, cleaning, plumbing.
6. Other duties as assigned.

Supervision/ Staff Direction:

- Directs the work of part time staff
- May provide input into performance evaluations.

Position Requirements**Education:**

- General knowledge obtained through completion of secondary school diploma or equivalent.
- Level 1 & 2 Refrigeration Operator for Recreation Facilities Course an asset/willing to obtain.
- Manitoba Refrigeration Class Certificate an asset/willing to obtain.
- Aquatic Facility Operator Course or Certified Pool Operator an asset/ willing to obtain.
- Valid Class 5 drivers licence in good standing
- Standard First Aid/CPR/AED

Experience:

- One year to two years working in Parks and Recreation.

Job Skills:

- Mechanical Skills, Including the ability to operate the all facility equipment and assist with basic maintenance within the facilities.
- Proficient communications skills, both verbal and written.
- Proficient problem-solving skills.
- Proficient interpersonal skill, dealing with staff and patrons.
- Working knowledge of Microsoft Office programs including Word and Excel.

Mental Effort:

Tasks are repetitive and require alertness with some sensory demands and time pressure due to scheduled activities for short periods of time.

Physical Efforts:

- Physical efforts consist of sitting, standing, walking, lifting (50lbs), climbing, bending, shoveling, etc., when performing maintenance or other type tasks (up to 3 hours).
- Prolonged sitting may occur when operating equipment (up to 3 hours).
- Prolonged standing, kneeling, working in tight spaces, etc., may occur when performing equipment maintenance (up to 2 hours).

Health and Safety:

Ensures work is performed in compliance with the Manitoba Health and Safety Act, regulations, and Town of Beausejour Health and Safety Policies and Procedures.

Job Location:

Sun Gro Centre, 360 Veterans Lane, Beausejour, Manitoba

Hours of Work

- 40-hour work week. Includes days, evening, weekends and possible Statutory holidays.
- Attendance at meetings, training and workshops may be required.

Compensation:

- To be negotiated within the Town of Beausejour pay structure.
- Upon successful completion of the probationary period employees are eligible for benefits.
- Benefits include Pension and Disability, Health and Dental, Basic Life Coverage.

Qualified applicants are invited to submit in confidence a cover letter and resume complete with references. Resumes will be accepted until the position is filled, to

Will Crowe, Manager of Community Services
The Town of Beausejour
360 Veterans Lane
Box 369
Beausejour, Manitoba
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204.268.9266

communityservices@townofbeausejour.com

Please be advised that only those individuals selected for an interview will be contacted

