



Town of Grand Valley Job Description

Job Title: Recreation Facilities Operator	Reports To: Recreation Facilities Manager
Supervises: None	Date Created: April 2023
Pay Grade: C	Date Updated: February 2025

A – RESPONSIBILITY

Scope of Position:

This position is responsible for the Operations of Town of Grand Valley Facilities. These include the Arena, Ball Diamonds, Campground, Splashpad and Parks.

The Operator performs responsibilities in accordance with budgets, objectives, policies, and programs approved by the Council and all applicable by-laws and Ontario regulations.

- Normal working hours are 40 hours per week, a schedule to be determined based on community needs.
- Overtime may be necessary as required.
- Scheduled nights, evenings, weekends, and statutory holidays.

Key Responsibilities:

Program Delivery

- Reporting to the Manager of Recreation Facilities, the Facility Operator is responsible for a variety of duties associated with the operation of these facilities.
 - all aspects of arena ice operations,
 - grass, gardens, and turf maintenance,
 - building maintenance,
 - event set-ups and
 - maintaining all equipment and grounds.
- The Facility Operator will also ensure that all security measures, policies and health and safety procedures are followed.
- Additionally, this position will be responsible for providing leadership to part-time/casual/seasonal recreation staff, including workflow planning, task assignment and monitoring and is ultimately responsible for the safe and efficient operation of all facility operations.
- Assists in maintaining a safe and healthy working environment.
- Assists with promoting a culture of inclusiveness and working with a diverse population

of employees, participants, agencies, and the public.

- Performs other duties as assigned.

Human Resources

- This position supervises snack bar staff and summer staff.
- No responsibility for performance appraisal, hiring, disciplining or terminating staff.

B – SKILLS

- Full Professional Fluency in English, both written and verbal.
- Two years' experience with arena ice operations (including ice installation and equipment maintenance),
- relevant experience in Grass and turf operations
- minimum of a grade 12 secondary school diploma or equivalent.
- Basic Arena Refrigeration Certificate from ORFA.
- CIT designation is considered an asset.
- physically able to perform all activities (i.e., lifting, climbing ladders, etc.),
- working understanding of all related regulations (i.e., Fire Code, OHSA)
- mechanical knowledge of various facility systems.
- proven skills in public relations, customer service, interpersonal skills, project/time management, and analytical problem solving.
- able to communicate effectively, professionally, and courteously with all levels of staff, external contacts and the public.
- Able to work independently or in a team environment.

Other Key Skills (including physical & sensory skills)

- Strong written and oral communication skills.
- Strong time management skills.
- Manual motor skills are required to operate a keyboard.
- Manual motor skills are required to operate various power equipment and Town vehicles.
- Computer literate with knowledge of software used.
- General knowledge of *Occupational Health & Safety Act*.
- Valid Class G driver's license (DZ license is considered an asset).
- Clear Criminal Record, Vulnerable Sector Police Check as condition of employment.

C – EFFORT AND WORKING CONDITIONS

Hours of Work

- Usually 40 hours per week.
- Schedule will vary from week to week to accommodate user’s needs.
- Evenings and weekends will be required.

Physical Effort and Environment

- Driving, walking, standing, sitting, bending and computer inputting.
- Working conditions include the requirement to work in an outdoor environment with exposure to weeds, animals, and inclement weather conditions.
- Cold environments in winter, snow removal around buildings, Ice maintenance in the arena.
- Exposure to loud environments and equipment.
- Occasional heavy lifting up to 50 pounds.
- PPE must be worn.

Mental Effort and Environment

- Regular attention is required to prevent errors.
- Errors may affect those outside the organization, including residents.
- Vigilance and attentiveness are required intermittently with multiple sensory demands when operating equipment around or near the public.

Job Location:

- Main Office: 90 Main Street North, Grand Valley, Ontario.
- Frequent travel throughout Grand Valley to Parks, Gardens, Campground, and Ball Diamonds.

Compensation:

- In accordance with the Town’s Employment Policies and current pay grid.

CAO Approval

I have reviewed the above job description and agree it is accurate and complete.

CAO _____ Signature _____ Date: _____

Employee Approval

I have reviewed the above job description and agree it is accurate and complete.

Staff _____ Signature _____ Date: _____