



JOB POSTING
Recreation and Community Services Department
Part-time Facilities Operator
Competition # 2025-08

The Town of Penetanguishene is a picturesque bilingual community with a population of approximately 10,000, located on the southerly tip of beautiful Georgian Bay. Under the direction of the Facilities Supervisor, the Facilities Operator maintains the arena and other municipal facilities and town parks so that they are in good condition as well as safe and clean for public use.

Duties include but are not limited to:

- Mows grass, cuts trees, prunes shrubs and trees, grades and levels baseball diamonds, collects litter from beaches and parks, builds fences, clears brush, and maintains tennis courts.
- Maintains Town owned trails and installs public benches as required.
- Maintains the ice surface by flooding with the Olympia, edging corners, shaving ice, and redefining lines as well as monitoring the refrigeration system and conducting compressor checks.
- Inspects safety equipment including fire extinguishers, emergency lights, sprinkler system and other similar equipment. Conducts weekly generator checks.
- Cleans washrooms, lobby, and dressing rooms.
- Operates tractor with accessory equipment, front-end loader, ice re-surfacer, dump truck, and other similar machinery.
- Performs electrical, mechanical, and minor plumbing repairs.
- Ensures that Arena events are controlled in a safe and orderly manner and the general public abides by Town rules and regulations.
- Ensures machinery and equipment is inspected and maintained in a safe working order.
- Inspects and repairs all park buildings, playgrounds, and property.
- Assigns work duties to casual/seasonal employees or volunteers when required.
- Collects information regarding hall rentals and open ice and floor time.
- Handles payments for hall and ice hockey rentals as needed.
- Assists with the set up for special events (indoor and outdoor).
- Provides customer service in person and over the phone, as required.
- Snow plows the Arena parking lot and shovels/lays salt at emergency exits.
- Available for on call schedule and items as they pertain to arena, parks and facilities related matters.

Required Qualifications:

- Must have a Secondary School Diploma.
- Must hold a valid unrestricted Class G Ontario Drivers License.
- Ability to provide a clean Police Record Check with Vulnerable Sector Screening.
- Must possess Basic Refrigeration Certificate.
- Ability to obtain Ice Making and Painting Technologies.
- Ability to obtain Ice Maintenance and Equipment Operation Courses.
- Ability to become a Certified Ice Technician.
- Good interpersonal skills.
- Good knowledge of Occupational Health and Safety Act (OHSA), Ministry of Labour, Technical Standards and Safety Authority (TSSA), Ministry of the Environment, Conservation and Parks, WHMIS and other applicable health and safety practices.

Compensation:

This position pays an hourly rate of \$27.23/hour up to a 24/hour work week. This is a part-time unionized position covered under CUPE, Local 2308.08

Interested individuals are asked to forward their application to the Human Resources Department by email hr@penetanguishene.ca, no later than 4:30pm on Tuesday February 4th, 2025.

The Town of Penetanguishene is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection. The Town will accommodate materials or processes required based on the individual's needs upon request in accordance with the Integrated Accessibility Regulation.