

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (RECREATION DIVISION – ARENA OPERATIONS - LOCATION – VARIOUS ARENAS)

ASSISTANT OPERATOR – PT – CUPE 5167

SUMMARY OF DUTIES

Reporting to Supervisor, Arena Operations, responsible for assisting with the operation and maintenance of facility and ice plant. Works in Pro Shop sharpening skates and assisting with overseeing arena use.

GENERAL DUTIES

Operate ice re-surfacer.

Sharpen skates and sell merchandise from Pro Shop.

Responsible for balancing floats and inventory control.

Clean dressing rooms, public washrooms, bleachers, glass, mopping, vacuuming carpets, walls, etc.

Answer any inquiries from the public.

Collect money and issue receipts for user groups.

Monitor ice plant and log readings.

Responsible for the daily inspection and operations of refrigeration plant including, but not limited to, recording various gauges and temperature readings and adding oil when required.

Assist with coordination of hall rentals, including maintenance, set-up and tear down.

Provide guidance and direction to part-time Facility Support Attendant, Cashier, Booth Staff and Rink Patrol/Cleaners as required.

Dispose of garbage.

Assist with the operation of Pro Shop and concessions as required.

Assist with maintaining security of facility.

Administer first aid when required.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Previous ice maintenance experience working in an arena or similar facility normally acquired by a combination of education and relevant work experience.

2. Previous experience balancing cash floats.
3. Previous experience maintaining an inventory of supplies.
4. Previous experience completing log sheets.
5. Demonstrated experience with re-surfacing equipment preferred.
6. Knowledge of refrigeration plant preferred.
7. Good customer service and public relations skills essential.
8. Must possess and maintain current certification in "Standard" First Aid with CPR Level "C". (This must be clearly identified on your resume.) All "Standard" First Aid certificates must be issued by a training agency recognized by the Workplace Safety Insurance Board (WSIB). Please refer to the WSIB website www.wsib.on.ca for approved providers. At time of assessment (which could be as early as days after the posting closes), you will be asked to provide "proof" that you possess the required certificate(s).
9. Must possess a valid Class "G" Driver's License.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND STANDARD FIRST AID WITH CPR "C". PROOF THEREOF IS REQUIRED AT TIME OF HIRE.

NOTE 1:

As a condition of employment, the successful applicant(s) will be required to obtain a Criminal Reference Check (Vulnerable Sector Screening), at their own expense, prior to beginning work in this position.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
