

TOWNSHIP OF NORTH HURON

POSITION PROFILE

Position Title RECREATION OPERATOR 1

Department RECREATION DEPARTMENT

Report to Title FACILITIES MANAGER

Revised February 2018

Pay Range:	Pay Band 4
Position status:	Part time employee
Pay method:	Hourly
Normal workweek:	Days, evenings, weekends, and statutory holidays as required.
Hours to 44 in a week:	paid at straight time
Over time greater than 44.0 hours in a week:	paid at time & half
Location:	Township facilities

A – POSITION DESCRIPTION

1. Scope of Position:

The Recreation Operator 1 provides maintenance operational and custodial services to the municipal recreational facilities within North Huron. This position also performs parks maintenance services for the municipal parklands within North Huron.

The Recreation Operator 1 operates within the budgets, objectives, policies and programs approved by Council and all applicable by-laws and Ontario regulations.

2. Key Responsibilities

- (a) To review (often with their supervisor) assignments & schedules for park & facilities maintenance & use at the beginning of each shift in order to determine the appropriate activities for the shift.
- (b) To ensure the facilities are maintained in a safe, clean, and attractive operational condition.
- (c) To eliminate any suspected safety hazards.
- (d) To log and record ice plant readings as per the schedule established by the supervisor. Troubleshoot any issues, and report any problems to the Supervisor.

- (e) To log and record aquatic centre readings and water test results (Wingham) as per the schedule established by the Supervisor. Troubleshoot any issues and report any problems to the Supervisor.
- (f) To set up and take down for all rentals. Assist the renter as required with their rental.
- (g) To adhere to all cleaning and maintenance standards.
- (h) To daily, check all recreational equipment and fixtures (particularly the ice plant and pool equipment (Wingham)). To immediately, refer any suspected issues to their supervisor.
- (i) To work by the safety & health section of the employees' manual. To operate all equipment safely.
- (j) To ensure all parklands, park fixtures, campground, and ball fields are properly maintained.
- (k) To complete any records required by their supervisor.
- (l) Completes building maintenance and janitorial tasks.
- (m) To maintain the ice surface as instructed. Operate the propane powered ice resurfacer, edger, and other equipment to maintain the ice surface for safe use. Change propane tanks on ice resurfer and performs routine circle check on the ice resurfer. Report any issues to the supervisor. Report any unsafe arena conditions to their supervisor.
- (n) To keep parking lot and entrances clean, clear of garbage, cigarette butts, snow, and ice. Operate tractor (Wingham) to perform snow and ice removal from entrances. Shovel snow and ice to keep entrances clear.
- (o) To perform minor routine equipment repairs as required.
- (p) Maintain security of building, doors, and alarms for municipal properties and facilities.
- (q) To understand the North Huron Westcast Community Complex and/or Blyth and District Community Centre Fire and Evacuation Manual and, in the absence of a full time recreation operator, or the Facilities Manager, or a Recreation Operator 2, or any other Supervisor, to follow the procedure manuals in an emergency and act as person in charge during the emergency.
- (r) To pass onto their supervisor any recreation inquiries or feedback from the public that they cannot easily handle. To always treat the public with courtesy and enhance the public image of the North Huron recreation department. To encourage proper & safe public use of facilities.
- (s) To act as event control while working or during special events. To report any unusual activities to their supervisor or other authorities as appropriate.
- (t) To wear identification as provided when working in public areas.

- (u) To ensure that required protective equipment is used for the assigned task.
 - (v) To perform other duties as may be assigned by their supervisor.
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3. Key Relationships

Internal

Supervisor: frequent interaction re assigned duties

Recreation Operator: frequent interaction

Programming Staff and Recreation Administration Staff: as required

External

Public: daily re recreation & facility issues

4. Decision Making Authority and Judgement Used

The Recreation Operator 1 consults their supervisor daily concerning most aspects of assigned duties.

The Recreation Operator 1 is encouraged to make recommendations to their Supervisor for improving the efficiency and effectiveness of their duties.

This position would not normally be involved in the development of policy or procedures.

Judgement is required:

- to prioritize the projects & tasks in process at any time
- assessing the severity of equipment problems and appropriate action
- to deal with members of the public
- to deal with emergency situations

5. Problem Solving Responsibility

Most of the duties performed by the Recreation Operator are in accordance with established policies and procedures under supervision. Normally the problems to be solved are predictable and require no research beyond established policies and procedures.

B – Position Specifications

The formal education & training work experience and other key skills of an individual must be evaluated simultaneously. For example, a person may not possess the minimum designation or degree but have compensating work experience.

1. Formal Education and Training

Minimum degree required: Secondary School Diploma

Certified Ice Technician designation is an asset

Certified Pool Operator designation is an asset
Certification or willingness to become certified for Working at Heights is required.
Certification or willingness to become certified in First Aid and CPR with AED required.
Certification or willingness to become certified in Smart Serve required.

2. Work Experience

Experience in recreation parks & facilities	an asset
Experience with refrigeration equipment	an asset

3 Other Key Skills

- Good interpersonal skills.
 - Able to work alone or with minimal supervision; personal qualities of reliability and co-operation.
 - Well organized.
 - Working knowledge of refrigeration, mechanical and electrical equipment.
 - Working knowledge of equipment maintenance techniques.
 - Excellent physical condition.
 - Knowledge of safe practices.
 - Working knowledge of local parks & facilities by-laws and facility share agreements
 - General knowledge of parks & facilities development, construction, and maintenance.
 - Valid driver's license.
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C – POSITION CHARACTERISTICS

1. Impact & Accountabilities

This is a support position so the impact on the organization is indirect.
If the Recreation Operator is not able to keep up with the workload, the recreation services for the Township are affected.

This position ensures equipment is operating effectively.

This position has no budget responsibility.

2. Supervisory Responsibility

None

D – WORKING CONDITIONS

1. Physical Effort and Environment

The work is physically demanding. Must be able to work from heights, climb, stretch, lift and move heavy items, stand, bend and walk for extended periods of time; capable of performing the work assigned in safe manner.

Manual dexterity required to operate specialized equipment.

As required, the Recreation Operator 1 will have to work evenings, weekends and statutory holidays.

The Recreation Operator 1 may have to respond to emergency situations.

The physical working environment can be demanding while outside performing facilities maintenance in inclement weather.

There may be exposure to physical hazards and toxic gases such as ammonia

There is a risk of injury.

2. Mental Effort

Operates within established policies and procedures.
