



**Job Title:** Arena/Park Operator III  
**Division:** Recreation & Tourism  
**Reports to:** Manager  
**Last Revision:** January 2019

## **Job Statement**

The Arena/Park Operator III is responsible for daily operations and operational matters in park and recreational facilities. In addition, the position is also responsible for the inspection of playground equipment and grass cutting.

## **Essential Functions**

1. Ensures the daily operations of park and recreation facilities, including monitoring and coordinating preventative and regular maintenance, as well as routine cleanliness and janitorial work.
2. Works a variety of day, evening, weekend shifts and statutory holidays.
3. Assists with scheduling of part-time, casual and seasonal employees for recreational facilities.
4. Works with the Recreation Coordinator for facility bookings.
5. Implements service level standards and operating procedures.
6. Maintains effective working relationships with not-for-profit user community groups and sports organizations.
7. Ensures the proper collection and maintenance of payments including public skating and vending machine revenue. Records all deposits.
8. Undertakes park activities, inspections and maintenance, including beaches, boat launches, sports fields, grass cutting, and trails.
9. Maintains and monitors the condition and safety of playground equipment through regular and annual inspection.
10. Ensures proper ice and equipment operation and maintenance.
11. Undertakes monthly inspection of arenas, including ice plant room.
12. Assists with special events and tourist booth when required.
13. Assists with managing inventory of equipment and supplies for parks and recreation facilities as required for asset management purposes.
14. Performs administrative duties including maintaining accurate documentation of arena and park operations.
15. Performs responsibilities of the position within standards set out in the applicable legislation and consistent with operational policies of the Township of Whitewater Region, including Ontario Occupational Health & Safety Act.
16. Performs other duties as specified and required.

## **Job Specifications**

1. OSSD or equivalent, combined with three years of recreation experience.
2. General machine operation experience.
3. Possesses Basic Arena Refrigeration, Propane Handling and Chainsaw Operation training and certification (or willing to obtain).
4. Certified Playground Inspector considered to be an asset.
5. Certified Ice Technician (CIT) and/or Certified Grounds Technician (CGT) from Ontario Recreation Facilities Association (ORFA) considered to be an asset.
6. Courses in recreation facility and park maintenance (or willing to obtain).
7. Ability to operate ice resurfacing machine and ice edger.
8. Experience operating light and heavy equipment, hand tools and performing minor repairs.
9. Valid Ontario Drivers Licence "G" with preference for "DZ" endorsement, in good standing.
10. Proven communication, computer and writing skills.
11. Health & Safety Training, including current CPR & First Aid AED.

**The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.**