



## **ARENA FACILITY ATTENDANT II** **(Part Time)**

*Up to two (2) positions*

<b>Competition #:</b>	114-COV-23
<b>Closing Date:</b>	Internal applicants – June 15, 2023 External applicants – June 22, 2023
<b>Rate of Pay:</b>	\$33.36 per hour (as per CUPE, Local 626, Vernon Civic Employees Collective Agreement)
<b>Band:</b>	6 – Schedule B (as per CUPE, Local 626, Vernon Civic Employees Collective Agreement)
<b>Days/Hours:</b>	Varies / minimum 4 and 12 hours per week

Reporting to the Manager, Recreation Operations, this position is responsible for the day-to-day operation, maintenance, and cleaning of ice arenas, and for providing excellent customer service to the various user groups.

### **Duties include:**

- Performs daily and scheduled arena janitorial and maintenance tasks in and around the facilities as identified on the task lists.
- Monitors the refrigeration plant and accurately records readings in log books. Reports any inconsistencies or issues to the Supervisor – Arena Operations and/or the Chief Engineer. Makes adjustments to refrigeration plant controls as directed and drains the chiller as needed.
- Monitors the building air temperatures and humidity levels. Reports any inconsistencies or issues to the Supervisor – Arena Operations and/or the Chief Engineer. Makes adjustments to air temperature and humidity levels as directed.
- Operates and maintains ice resurfacing equipment; checks and logs ice depths, adjusts ice depths to maintain optimum thickness, monitors and logs service on the equipment, changes blades and changes propane bottles.
- Provides exceptional customer service to the public and user groups through effective communication and a willingness to assist in response to requests for dressing rooms, ice cleanings, and ice usage.
- Performs a variety of minor building maintenance and handyman work such as dry wall patching, painting, air & brine filter changes, boiler filter changes, lamp replacements, minor sink and toilet repairs, snow removal and landscape maintenance around the arenas.

- Enforces policies with respect to ice usage, and safety regulations for all users of the arenas.
- Provides access to multi-purpose rooms and assists with the set-up and take down of equipment during special events and on a daily basis as required.
- Maintains accurate log books for snow clearing, accident reporting, ice cleaning, and maintenance tasks.
- Provides guidance to Ice Patrol, Ice Monitors and Operations Support Workers as required.
- Effectively communicates and exchanges information with co-workers both verbally, and in writing, including through recording and sharing in the log books.
- Performs other related duties as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

#### **Required Education And Experience:**

- Current B.C. Driver's Licence
- Refrigeration Operators Certificate (formerly Fifth Class Power Engineers Certificate Refrigeration Endorsement)
- Minimum one year experience in recreation, arenas, or other related environment
- A combination of related education and experience may be considered

#### **Required Knowledge, Skills And Abilities:**

- Understands and effectively carries out oral and written instructions
- Possesses excellent customer relations skills, such as good listening and effective communication skills
- Effectively resolves minor problems such as cleaning priorities, and those from the public participants and user groups
- Ability to perform manual work such as cleaning, setting up and taking down of rental and event equipment, and sustaining the physical demands of the position
- Safety conscious with a demonstrated knowledge of applicable Work Safe BC and Technically Safety BC legislation, and the City of Vernon Occupational Health & Safety policy
- Mechanically inclined and able to efficiently operate and service light equipment such as a small tractor, floor scrubber, and snow blower
- Demonstrated handyman skills in minor building maintenance work
- Proficient knowledge of janitorial equipment and procedures
- Considerable knowledge in the operation and maintenance of ice making equipment and machinery
- Shift work will be required including working evenings and weekends
- Able to obtain and maintain an acceptable Police Information Check

**Preferred Knowledge, Skills And Abilities:**

- Fourth Class Power Engineer Certificate
- Lift Truck Operator Certificate (formerly Fork Lift Operator Certificate).
- Good understanding of ice sports including hockey, ringette, speed skating and figure skating.

**To Apply:**

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using **one** of the following methods:

- Online at [www.vernon.ca](http://www.vernon.ca) (In MS Word or PDF Format) or
- By Fax: (250) 550-3551

**Internal Applicants:**

- Internal applicants are asked to complete the *Internal Application Form* located on Jostle and forward this along with a resume.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. No phone calls please!