



VILLE DE • TOWN OF

# Gravelbourg

P.O. Box 359 Gravelbourg, SK S0H 1X0 Canada

Telephone: (306)648-3301 • Fax: (306)648-3400

[www.gravelbourg.ca](http://www.gravelbourg.ca)

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## Employment Opportunity

### **Description:**

The Town of Gravelbourg is currently seeking applications for the position of **Arena Operator 1**. This is a full-time seasonal entry level position. The successful candidate will work within the Sports Culture and Recreation Department, reporting to the Community Recreation Coordinator.

### **Arena Operator 1 Duties**

- Ensures building safety equipment is in place and operational.
- Janitorial and housekeeping duties as needed. Some heavy manual duties are required, snow removal, shoveling and scraping walkways applicants must be physically fit.
- Makes and maintains ice including; flooding, scraping, painting and spot repairs.
- Glass replacement and dasher board repairs as required.
- Operation of the Zamboni, ice edger and other related ice maintenance equipment. Log book daily entries identifying ice conditions and maintenance carried out to the ice surface.
- Completes twice daily checks on boilers, refrigeration, and related components. Enters instrument, gauge readings, and pre-operation inspections into log books and check sheets.
- Reports any concerns or operational irregularities with refrigeration systems or related equipment to the Public Works Manager and/or the Community Recreation Coordinator.
- Clean and maintain in an orderly fashion the boiler, compressor and Zamboni rooms.
- Enforces all rules and regulations regarding public health and safety.
- Ensures public awareness, enforces rules, and provides a high level of customer service.
- Reports undesirable conduct by patrons to the Community Recreation Coordinator, report or act on customer concerns or complaints.
- Completes minor plumbing repairs as required, and reports maintenance concerns to the Community Recreation Coordinator.
- Secures the arena at the end of the day making sure all patrons have left the facility, lights, exhaust fans are off where needed.
- Seasonal start up and shut down
- Enforce facility rules and regulations
- Report any concerns to the Community Recreation Coordinator

### **Skills & Experience Required:**

- Grade 12 or Equivalent
- Valid Saskatchewan Class 5 Driver's License
- Acceptable Driver's Abstract
- Vulnerable Sector and Criminal Record Check
- Arena Operator Level 1. Applicants without Arena Operator Level 1 will be considered Seasonal/Casual until Level 1 is obtained.
- Standard First Aid, CPR, AED
- WHIMIS



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## Qualifications considered as Assets:

- Power Mobile Equipment Operator Certificate
- Valid Pesticide Applicator Certificate
- Arena Operator Level 1

## Hours of Work:

- Public Works Summer Hours are 7:00 am - 4:00 pm Monday to Friday.
- Public Works Winter hours are 8:00 am - 5:00 pm Monday to Friday
- Arena employees are scheduled four (4) 10 hour shifts per week between the hours of 7 a.m. and 2 a.m. based on schedule requirements.

## Salary:

This is a union position offering a starting wage of \$16.45 an hour, benefits and pension plan per CUPE Local 4341 Collective Bargaining Agreement. Seasonal/ Casual successful applicants without their Arena Operator Level 1 will be offered a starting wage of \$14.95 an hour, benefits and pension plan per CUPE Local 4341 Collective Bargaining Agreement.

## How to Apply:

Please forward your Resume, Cover Letter and a list of 3 References to:

Cassandra Rushinko, Community Recreation Coordinator via email to [crc@gravelbourg.ca](mailto:crc@gravelbourg.ca), via fax to 306-648-3400 or in person at the Town of Gravelbourg Office Monday - Friday 8am-5pm.

Only applicants selected for interview will be contacted. Thank you.