



## Job Posting: Seasonal Part-time Operator - Arena

Interested applicants, provided they meet the eligibility, should submit a resume to Gena Fowler, Director of Leisure Services prior to 3:00 pm on Friday, June 16, 2017. Please submit via email to: gena@townofhampton.ca, in person at the Leisure Services Office, 808 Main Street, or mail to the Town of Hampton, 648 Main Street, P.O. Box 1066, Hampton, N. B., E5N 8H1

<b>Job Title:</b>	Leisure Services Operator I - Arena
<b>Reports To:</b>	Kevin Breau, Leisure Services Facility Manager
<b>Posting Date:</b>	May 8, 2017
<b>Posting Expiry Date:</b>	June 16, 2017, 3:00pm
<b>Expected Start Date:</b>	August 14, 2017
<b>Job Summary:</b>	<p>This position will primarily be assigned to the arena division with the duties of Leisure Services facility maintenance, customer service and equipment operation. The majority of the work will be performed in the arena. Other duties throughout the department may be required including parks, pool, playgrounds, sports fields, trails, and special events.</p> <p>The Operator I will be scheduled to work mainly weekend shifts. This is a seasonal, part-time position working from mid-August until mid-April.</p>
<b>Job Duties:</b>	<ul style="list-style-type: none"> <li>• Making and maintenance of ice</li> <li>• Regular maintenance and monitoring of ice plant functions</li> <li>• Keeping necessary documentation of ice, plant and building functions</li> <li>• General facility maintenance including: Sweeping, scrubbing and maintenance of bleachers, front entrance, washrooms, exits, dressing rooms, Zamboni room, engine room, staff room and community room on a daily basis as required.</li> <li>• Operation and maintenance of the ice machine, edger and all equipment used in the preparation of ice, including the operation and maintenance of the skate sharpener</li> <li>• Supervision of building during shift – preventing vandalism etc...</li> <li>• Supervise and give direction to students and/or casual employees working in the arena</li> <li>• Set up and take down of equipment for special events as required</li> <li>• May be required to assist with operation and maintenance of other areas within the department: parks, pool, tennis, etc.</li> <li>• Performs related duties as required</li> </ul>
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>• This front line position with both inside and outside work, emergency call out, the potential to deal with uncooperative customers, and heavy physical exertion.</li> <li>• Must possess a High School diploma and valid New Brunswick Drivers' License</li> <li>• Arena and mechanical qualifications/experience are assets to this position</li> <li>• Must be trained in First Aid and CPR</li> <li>• Must be bondable</li> <li>• Must have good communication skills in dealing with the public on a regular basis</li> <li>• Energetic, friendly, and customer focused</li> </ul>