

Parks / Facility /Arena Labourer

The Village of Boyle is presently advertising for a responsible, energetic self starter for the position of **Parks / Facility / Arena Labourer**. The chosen applicant will be required to assist in the operation and maintenance of including, but not limited to, the arena, ball diamonds, playgrounds, village-owned buildings/grounds, village-owned lots within the Village of Boyle and, perform other Public Works duties as directed.

Qualifications and Requirements are subject to but not limited to:

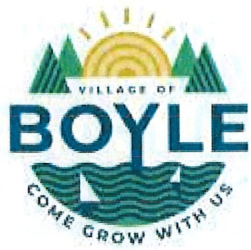
- Grade 12 or equivalent.
- Ability to safely operate the equipment and tools as required for the position such as scrubbers, sweeper, snow blowers, lawnmowers, and miscellaneous small electrical and mechanical equipment.
- Knowledge of standard methods, materials, safety precautions, WHMIS and hazards involved in the construction and maintenance of specific assignments.
- Experience with janitorial or custodial work is an asset.
- Arena Icemaker Level 1 or 2, or willing to achieve.
- Zamboni operations and maintenance.
- Good mechanical aptitude.
- Courteous, polite and results oriented.
- Able to interact and work with the public.
- An unrestricted valid Class 5 driver's license.
- Be physically fit and able to work independently and frequently on your own.

This permanent position is based on a 40-hour work week. Early morning, evening, and weekend availability is required. Non-standard work hours for the winter arena season. The anticipated start date is May 1, 2024. A detailed list of duties and a full job description is available on the Village website www.boylealberta.ca or upon request.

Resumes may be emailed, faxed or dropped off in person to the following:

Email: warren@boylealberta.com
Fax: 780-689-3998
Drop off: Village of Boyle Office
 4800 3rd Street. South
 Boyle, Alberta

Applications will be accepted until the position has been filled. We thank all applicants for their interest in this position but only applicants short listed will be contacted.



Village of Boyle

Box 9, Boyle, Alberta T0A0M0

Tel: (780)689-3643

Fax: (780)689-3998

Email: admin@boylealberta.com

Website: www.boylealberta.ca

Duty details: Parks / Facility / Arena Labourer

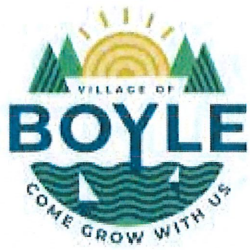
The Village of Boyle features amenities, including arena, splash park, skate park, outdoor ball diamonds and soccer fields, walking trails, RV park, several playgrounds, basketball, and tennis courts. We contribute to the health, safety, and enjoyment of all guests by helping to maintain the operations at our facilities.

This position during the summer months will focus on grass cutting, field maintenance, washroom cleaning, garbage removal and facility building maintenance, working standard 40 hour work week. During the winter months, the employee will be dedicated to arena maintenance and operation, working shift work including evening and weekends.

Reporting to the Superintendent of Public Works (or the designate) and working in coordination with Public Works, the position will perform maintenance and public relations duties within all outdoor and indoor facilities to ensure that they are readily available in an attractive, clean, safe, and presentable condition for public use. This position provides direct customer services to user groups and the public. The position includes but are not limited to the following seasonal responsibilities;

Winter Responsibilities include:

- Perform janitorial and preventative maintenance
- Perform housekeeping duties throughout the Arena
- Snow removal as required using hand and/or light powered operating equipment.
- Moving nets and performing snow removal as required
- Open, monitor and close arena facility
- Ensure all rules and regulations pertaining to the facilities are adhered to
- Maintain positive public relations and provide assistance and information services to user groups and the public
- Operate the Ice Resurfacer and Zamboni
- Monitor the refrigeration plant to ensure the operations right parameter that includes the refrigerant alarm system
- Ensures quality ice resurfacing to accommodate various on ice activities by installing, removing, marking and maintaining the ice surface
- Checks HVAC equipment, machinery and toiletry supplies
- Monitors arenas to ensure rental clients adhere to the scheduled ice times and are acting appropriately within the arena dressing rooms
- Provides quality customer service to a wide variety of arena users by aiding with concerns and questions
- Assists with checking the condition of the boards, ice thickness, glass, netting and areas in the arena during weekly ice maintenance times and make repairs as necessary
- Participates in arena facility shutdown and start-up



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- Excellent communication, customer service, organizational, and prioritization skills are required
- First Aid and CPR Level C certification
- Ability to lifting (up to 55 lbs.), carrying, pulling, pushing, bending, kneeling, crouching, standing, walking, climbing, digging, raking, operating machines/tools and repetitive motions
- Valid Alberta Class 5 driver's licence (or provincial equivalent) with no more than 6 demerits and no current charges or suspension pending is required
- Hire may dependent upon a Police Information Check including Vulnerable Sector check. Date of completion must be within the last 12 months

Assets:

- Knowledge about watering flowers/plants and their care
- Arena Level 1 & 2 is an asset.
- Experience with janitorial or custodial work
- Experience with handling tools and machinery
- Labour experience in sports facilities operations such as maintenance, pool, fitness or other areas of operations, including interacting with and engaging the general public

Job Type: Permanent

Hours: 40 hours per week. Early morning, evening and weekend availability is required. Non-standard work hours for winter arena season

- Summer Mon-Fri, Overtime, Weekend
- Winter Shift work, Evening and Weekends

Three-month probation period with Vacation, benefits and medical when eligible.