

**JOB DESCRIPTION:
RECREATION LABOURER**

REPORTS TO: Recreation Facility Manager

JOB SUMMARY: The Recreation Worker is responsible for the operation of town owned recreational facilities and equipment and the maintenance of recreational equipment. The Recreation Worker is expected to work individually as well as part of team within the structure of an approved work schedule.

COMPETENCIES:

- Good team working ability with an emphasis on communication within departments
- Work with minimal supervision
- Guest satisfaction orientated
- Be able to effectively organize and prioritize responsibilities
- Ability to remain calm in all situations
- An understanding of the Occupational Health and Safety Act
- Demonstrate dedication to the position and community
- Sound mechanical skills
- Stress management
- Be able to problem solve and make critical decisions
- Act as a competent person with regards to health and safety
- Work day, evening and weekend shifts
- Willingness to cross-train for other tasks and move up within the organization if possible

JOB DUTIES:

- Ensure that the Jim Kook RecPlex is prepared for scheduled events
- Responsible for all housekeeping and general maintenance on a daily basis
- Report any concerns and requirements for facility repair to the Facility Manager
- Set up and take down for special events
- Assist in the install and removal of skating ice and curling ice
- Snow removal from parking lot and around emergency exits
- Maintain the ice surface and perform scheduled regular maintenance
- Skate sharpening
- Inspect and repair boards
- Ensure the ice resurfacer undergoes daily, weekly, monthly and annual maintenance checks and coordinates the necessary repairs as needed.
- Cleaning and general janitorial tasks
- Operate and maintain the ice resurfacer

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- Other tasks as assigned by the Facility Manager or Recreation Director

JOB DUTIES (continued):

- Ensure all grass is cut around sports ground
- Perform daily maintenance on equipment used
- Perform repairs that cannot be done during the winter season in the RecPlex
- Ball diamond maintenance
- Trees/weed control
- Rototill playground(s) as needed

JOB REQUIREMENTS:

(training opportunities will be provided for specific certifications)

- Valid class 5 Saskatchewan driver's license
- Satisfactory Driver's Abstract Report
- Minimum High School Diploma
- Satisfactory Criminal Record Check including Vulnerable Sector Check
- First aid/CPR & AED Training
- Ice surface and Ice maintenance knowledge, including driving the ice resurfacing machine (Zamboni)
- Arena Operator Level 1
- Arena Operator Level 2
- Park Operator Level 1
- Building Operator Certificate Level 1
- Forklift, Lift, and other Power Mobile Equipment Operator Certifications
- WHMIS 2015