



Town of South Bruce Peninsula

Facility Attendant

Position Description

Reports to: Facilities Supervisor

Status: Contract Union – Part-time (up to 40 hours per week)

Last Revised: December 3, 2024

Location: Warton Arena / Sauble Beach Community Centre

Summary: Reporting to the Facilities Supervisor, the Facility Attendant responsibilities include opening and closing of facilities, ensuring capacity limits are adhered to, assisting with rental needs and requirements as directed, snow removal, extensive cleaning in multiple facilities and program facilitation. The Facility Attendant also completes activities related to facility and ice maintenance, monitors compressors and performs building repairs, and park maintenance.

Qualifications:

- Must have a minimum Ontario G2 Driver's License with a clear driving record.
- Ability to work evenings, weekends, and weekdays.
- Ability to work safely and in accordance with the Occupational Health & Safety Act.
- Excellent customer service skills.
- Able to complete indoor and outdoor duties for 8 hours a day and lift to 50 lbs.
- Ability to understand and execute detailed written and oral instructions.
- Ability to work on own self initiative.
- Ability to learn and operate machinery like riding on lawn mower and ice surfacing equipment.
- Ability and comfort to work at heights.
- Carpentry, Plumbing or Mechanic skills is considered an asset.

Working Conditions

- Deals with a high volume of varied tasks; constant changes of priority.
- Constant attention to customer service demeanor required
- High level of initiative required.
- Weekdays, weekends, evening and shift work / flexi work required
- Can work outdoors being exposed to extreme environmental conditions

- Ability to perform strenuous physical tasks when necessary.

Tasks and Responsibilities:

Facility Maintenance

- Cleans and maintains all facilities.
- Locks and unlocks facilities.
- Logs compressor readings at two-hour intervals while at the arena
- Tours facilities to ensure facilities are vacant and locked up.
- Cleans and stocks washrooms with supplies such as toilet paper.
- Ball diamond maintenance
- Campground Maintenance such as garbage pickup and dock repairs
- Test generators and document results

Ice Maintenance

- Follows a schedule and drives ice surfacing equipment to maintain and flood ice surfaces to a specified thickness and document results.
- Installs and removes ice.
- Performs a variety of minor carpentry repairs such as making adjustments to arena boards and doors.
- Performs a variety of minor electrical repairs such as replacing light tubes, breakers, fuses and receptacles.
- Sands and paints surfaces such as concrete walls and floors
- Performs a variety of minor plumbing repairs such as repairing toilets, sinks, urinals and faucets.
- Replace belts and other parts on condensers, fans and pumps.

Customer Service

- Set up and take down tables, chairs and other equipment for a variety of functions
- Responds to public enquiries, giving out information, resolving issues and turning negative situations into positive ones
- Ensures the safety of members of the public around work areas.
- Responds to emergency callouts and operating equipment to ensure public places are repaired and maintained in a clean, safe and useable manner.
- Provision of customer service, customer liaison relating to operation of public spaces. Address questions, concerns, complaints, and suggestions from the public and other stakeholders

Outside Maintenance

- Cuts and trims grass
- Pick up garbage and litter.
- Shovels and blows snow from entrances and walkways.
- Applies ice salt
- Waters flowers
- Gardening / Weed eating.

Other

- Complies with Town of South Bruce Peninsula policies and procedures.
- Assist with portable stage setup.
- Completing audits of parks and equipment
- Perform other tasks as assigned by management.