



JOB DESCRIPTION

Arena Operator Level II

Department	Community Services - Arena	Reports To	Arena and Parks Manager Arena Supervisor
Directly Supervises	N/A		
Indirectly Supervises	Arena Operator Level I, Rink Patrol (s)		
Union	CUPE 2403		

POSITION SUMMARY:

Under the general supervision of the Arena and Parks Manager, Arena Supervisor or their designate. The Arena Operator Level II is responsible for ice making, marking, surfacing, and maintenance duties at the Kin and Memorial Arenas. Additionally, they will conduct ongoing preventative maintenance and provide direction to Arena Operator Level 1 and Rink Patrol, ensuring a positive customer experience for all clients and patrons. This is a seasonal position, and during the summer months, the Arena Operator II will actively participate in mowing, gardening, and maintaining sports fields. Working conditions may include year-round outdoor work in inclement weather.

KEY DUTIES PERFORMED:

1. Performs ice resurfacing and daily ice maintenance including but not limited to ice depth checks to maintain optimum thickness, daily edging, maintains ice resurfacing machines, including but not limited to ice blade and propane cylinders. Ensures that hose floods are completed when required and edging is completed daily.
2. Monitors the refrigeration plants and accurately records readings in logbooks. Reports any inconsistencies or issues to the supervisor or manager. Adjusts refrigeration plant controls as directed.
3. Conduct a variety of preventative maintenance items including but not limited to filter changes and water sampling on the Ice plants.
4. Monitors the building air temperatures and humidity levels. Reports any inconsistencies or issues to the Arena supervisor. Adjusts air temperature and humidity levels as directed.
5. Performs daily and scheduled janitorial and maintenance tasks both inside and outside the facilities, following task lists and the preventative maintenance schedule.
6. Completes a variety of minor building maintenance as directed including air and brine filter changes, boiler and furnace filter changes, minor plumbing repairs to all fixtures, snow removal and landscape maintenance around the arenas.
7. Inspects, maintains, and cleans equipment. Complete inspection forms and logs all pertinent information.
8. Responsible to clean, provide maintenance and repairs for to both arenas, lobby floors, glass, walls, washrooms, stands, supply rooms, furnace rooms, glass, time box, players benches, nets, staff room, stairs, and snow removal.

9. Maintains accurate logbooks for snow clearing, incident and near miss reporting, ice cleaning, and maintenance tasks.
10. Responsible for opening and closing the facilities, including arming, and disarming the security system. Perform building security checks, conduct visual inspections of the interior and exterior for health and safety concerns or hazards, and record findings and actions in the daily logbook.
11. Enforces policies with respect to ice usage, and safety regulations for all users of the arenas.
12. Provides exceptional customer service to the public and user groups through effective communication and a willingness to assist in response to requests for dressing rooms, ice cleanings, and ice usage.
13. Provides access to multi-purpose and meeting rooms and sets-up and takes-down of equipment. Ensure the room is cleaned and ready for the next use.
14. Ensures adherence to safety programs at the Arenas, as well as the Curling Rink, by complying with all WorkSafe BC, Technical Safety BC, Northern Health Regulations, and City of Dawson Creek requirements.
15. Assists with sports field maintenance, such as ball diamonds, tennis courts, and soccer fields. Coordinates the cleaning of public change rooms within park facilities.
16. Assists with horticultural work, grass cutting and turf maintenance including tree maintenance and removal as necessary.

REQUIRED KNOWLEDGE, ABILITIES & SKILLS:

1. Class 5 driver's licence.
2. Grade 12 education or equivalent.
3. Current OFA Level 1 Certification.
4. Refrigeration Operator Certificate, or higher.
5. Demonstrated ability to problem solve and multi-task in a fast-paced environment.
6. Compliance with and approval of Security/Reliability Clearance and Criminal Record Search.
7. The ability to perform all the duties outlined above in a safe manner following established Facilities Procedures, Occupational Health and Safety rules, Violence in the Workplace policies and W.S.B.C. Regulations (i.e., WHMIS).

HEALTH AND SAFETY RESPONSIBILITIES:

All employees of the City of Dawson Creek are responsible for helping to maintain a safe and healthy workplace. In this role, you are expected to:

- Take reasonable care to protect your own health and safety and the health and safety of others.
- Follow all Occupational Health & Safety (OHS) policies, procedures, regulations, and instructions.
- Perform your work according to established safe work practices.
- Use and wear required personal protective equipment (PPE) and safety devices.
- Avoid unsafe behaviour that could put yourself or others at risk and ensure you are fit for work and not impaired.
- Report to your supervisor any unsafe conditions, hazards, damaged or missing safety equipment, or violations of safety rules.
- Cooperate with workplace safety committees, safety representatives, and WorkSafeBC Officers as required.

NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.