Selwyn Township Job Description

Position: **Facilities Operator**	Page: 1 of 3
Reports To: Recreation Facilities Supervisor	Date: November 2026
This Job Description is: ___ New ___Existing _x__Revised	

Job Summary:

To operate and maintain equipment and perform general maintenance functions within the Township's recreational facilities.

Duties and Responsibilities:

1. Performs maintenance to the Refrigeration Plant and Ice Resurfacer per the Recreation Policies and Procedures.
2. Monitors and logs the operation of the refrigeration plant and maintains the ice and ice resurfacer to the standards set forth in the Recreation Policies and Procedures.
3. Operates equipment to facilitate all aspects of ice, parks, marina and campground maintenance.
4. Ensures the efficient operation of the facility during their shift including communicating with the general public, the assigning of dressing rooms, and providing guidance to part-time support staff.
5. Provides general and custodial maintenance within and surrounding the facility and completes all entries to the maintenance and incident logbook.
6. Records and communicates as required, to the Recreation Facilities Supervisor, and or Administrative Assistant – Recreation Services, any incidents or situations that may affect the safe and efficient operation of the facilities.
7. Obtains outside services during emergency situations.
8. Ensures public safety at all times by following safety procedures and eliminating hazards.
9. Acts as staff person on call during absence of the Recreation Facilities Supervisor.
10. Performs seasonal property maintenance in parks and other Township properties and facilities as required.

Duties and Responsibilities: (Cont'd)

11. Responsible for the set-up and operation of facilities and parks for functions including receptions, rentals and special events.

12. Responsible to monitor and maintain supply levels for the reverse osmosis system serving the Ennismore Recreation Complex.

13. Ensure the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

14. Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health & Safety Policy and to ensure that those employees under their supervision adhere to the same.

15. Performs other duties and carries out special projects as assigned.

Supervision:

This position may require the incumbent to act as a group leader and provide guidance to the part-time and seasonal staff.

Contacts:

Internal: With the Manager of Recreation Services, Recreation Facilities Supervisor, Recreation Services Coordinator and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With outside agencies, vendors and contractors for the purpose of obtaining and sharing information.

With the general public to provide information, ensuring polite and tactful relations.

Working Conditions:

Frequent exposure to hazardous materials and operating equipment.

Requires good physical condition with the ability to handle physical efforts and exertion including heavy lifting.

Working in inclement and changing weather conditions.

This position will require the employee to work weekends, early morning and or late evening hours to accommodate user groups.

Job Knowledge:

Grade 12 education and three years related experience. Basic Refrigeration Certificate required. ORFA Certified Ice Technician (C.I.T.) preferred.

Working knowledge of refrigeration equipment, ice making procedures and application, operation and maintenance of ice resurfacing and parks maintenance equipment.

Requires a valid class “G” driver’s license and propane handling certification.

Key Competencies:

- Adaptability/Flexibility
- Communication
- Customer Focus
- Initiative
- Interpersonal Skills
- Job Knowledge
- Teamwork and Cooperation