



# Job Description

## Facility Operator – Civic Arena

*Nelson & District Community Complex*  
Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:** Operations Supervisor - NDCC

**TITLE OF IMMEDIATE SUBORDINATES:** n/a

**DEPARTMENT:** COMMUNITY SERVICES – Recreation

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### SUMMARY OF POSITION:

Under the general supervision of the NDCC Operations Supervisor, the Facility Operator – Civic Arena performs building maintenance and janitorial work in the Civic Center Arena building. Duties include operating ice resurfacing equipment, undertaking and performing limited construction or renovation projects and performing routine janitorial duties. The worker must exercise care in routine dealings with other employees and provide assistance to the public and user groups using the facilities.

### ROLE AND RESPONSIBILITIES:

As a Facility Operator – Civic Arena, responsibilities include, but are not limited to:

1. Perform a variety of building and equipment maintenance duties and ensure operation of water boilers and emergency lighting systems.
2. Maintain report, logs and records; care for instruments and tools.
3. Maintain arena ice surface to facility standards to ensure ice is safe, uniform and of desired hardness. Ability to effectively operate and maintain all equipment used to maintain an arena ice surface.
4. Assist with the annual removal and installation of an arena ice surface.
5. Perform minor plumbing, carpentry and painting work/repairs according to facility needs.
6. Perform custodial duties to maintain all areas of the facility in a clean, fresh appearance.
7. Regularly inspect and maintain grounds in accordance with assigned duties and fill out required reports pertaining to same.
8. Set ups and take-downs for facility bookings and special events as required by event and booking requirements.
9. Monitor the public by enforcing rules and regulations and ensure building code regulations are maintained.
10. Perform routine security checks for facility opening and closing.
11. Answer inquiries and provide routine information and assistance to customers and user groups using the facilities.

**REQUIRED QUALIFICATIONS AND EXPERIENCE:**

- Grade 12 or equivalent
- 1+ years experience in arena operations
- Standard First Aid and CPR
- Valid B.C. Drivers License
- Workplace Hazardous Materials Information System (WHMIS) Certification
- Experience, or knowledge relating to recreational facilities an asset
- Satisfactory criminal background check

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of methods, materials, tools, and equipment used in installation, maintenance and removal of an arena ice surface.
- Ability to and maintain reports, logs and records.
- Knowledge of methods, materials, tools, and equipment used in janitorial work.
- Knowledge and ability to perform simple repair and maintenance tasks on buildings and components.
- Knowledge of WHMIS procedures.
- Knowledge of using, handling, and shipping of hazardous chemicals and dangerous goods.
- Ability to perform operational maintenance and servicing duties and repair equipment and machinery.
- Ability to deal courteously and effectively with the public.
- Ability to work with minimal supervision, exercise considerable independence of judgment / action in the operation of equipment.
- Ability to work as a team member and effective communicate with co-workers and Supervisor.

**ACCEPTANCE:**

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

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Employee Name

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Employee Signature

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Date

\_\_\_\_\_

Employer Representative Name

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Employer Representative Signature

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Date